



DEGREE INFORMATION UPDATE FORM (for non-faculty)

Employee Information

Employee Name _____ EmplID _____
 Work Phone (____) _____ Email Address _____

Degree Information

If the degree information contained in your personnel records is incorrect, incomplete, or missing, please provide the correct information below. If you obtained a degree after your date of hire with the University of Central Florida, you must provide an original copy of your transcript(s)* before we can update your records. Please list degrees in order, with highest degree first.

Degree _____ Date Received ____ / ____ / ____
 Institution _____ Major _____
 State _____ Country _____

Degree _____ Date Received ____ / ____ / ____
 Institution _____ Major _____
 State _____ Country _____

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 Institution _____ Major _____
 State _____ Country _____

Degree _____ Date Received ____ / ____ / ____
 Institution _____ Major _____
 State _____ Country _____

Form completed by _____ Date _____

Please return the completed form, with supporting documentation, to Human Resources-Employment Services & Records: 3280 Progress Drive, Suite 100, Orlando, FL 32826. Interoffice Mail: Zip +4 0140.
***If you earned your degree from the UCF, an original transcript is not required; only the submission of this form.**

NOTE: Faculty, including adjuncts and Post-Doctoral Associates, who wish to update their degree information, should complete the form located at <http://afia.ucf.edu/files/FacultyDegreeInformationUpdateForm.pdf>.