

**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 a 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 _____

Degree _____ Date Received _____

Institution _____ Major _____

State _____ Country _____

Degree _____ Date Received _____

Institution _____ Major _____

State _____ Country _____

Form completed by _____ Date _____

NOTE: Faculty, including adjuncts, who wish to update their degree information, should contact the Office of Faculty Relations at 407-823-1126.

Please return the completed form, with supporting documentation, to Human Resources - Records; 12565 Research Parkway, Suite 360; Zip+4, 2912.