AG-426 (09-20-2022)

Texas A&M AgriLife
Administrative Services – Human Resources

VERIFICATION OF DEGREE RELEASE FORM

CANDIDATE FOR EMPLOYMENT OR EMPLOYEE SHOULD COMPLETE THIS FORM.

RETURN FORM TO HIRING UNIT OR DEPARTMENT

Last Name:	First Name:	Middle Name
Other name(s) used in any/all other records:		**Date of Birth

**Used solely for the purpose of conducting a verification of degree.

EDUCATION INFORMATION

Name of institution granting highest degree:
Highest earned educational degree: ☐ Associate ☐ Bachelor's ☐ Master's ☐ Doctorate
Field in which degree was awarded:
Address of institution: City State Zip Code

1) **I HEREBY CERTIFY THAT ALL INFORMATION PROVIDED IN THIS VERIFICATION DEGREE RELEASE FORM IS TRUE, CORRECT AND COMPLETE. I UNDERSTAND THAT INCORRECT OR INCOMPLETE INFORMATION MAY BE GROUNDS FOR TERMINATION OF CURRENT EMPLOYMENT OR CANCELLATION OF ANY AND ALL OFFERS OF EMPLOYMENT AT THE DISCRETION OF THE APPLICABLE AGENCY.**

2) **I GIVE CONSENT TO ALLOW A REPRESENTATIVE OF TEXAS A&M AGRILIFE HUMAN RESOURCES TO VERIFY MY DEGREE FROM A CONSUMER REPORTING AGENCY OR FROM THE INSTITUTION INDICATED ABOVE.**

SIGNATURE OF CANDIDATE/EMPLOYEE _____ DATE: _____

For questions regarding this form, please contact AgriLife Human Resources at 979-845-2423.

HIRING DEPARTMENT/UNIT FORWARDS COMPLETED DISCLOSURE NOTICE TO HUMAN RESOURCES AT:

Submit in Laserfiche to WIP-HR folder Email: HRBackground@ag.tamu.edu

HR Use Only:

DATE REC	NSC	HOW	INSTIT	LOG	FAXED	ED VER	EMAIL