

Education Update Form

Please send the completed form to HRDept@csusb.edu. If your degree is from a College/University other than CSUSB, please attach proof/evidence of completion such as unofficial transcripts and/or copy of diploma.

First Name:	Last Name:	Coyote ID #:
Work Phone Number:		Work E-mail Address:
Degree Completed:	Major:	
Completion Date:	Name of College/University:	
<input type="checkbox"/> Please check box if the CSU Fee Waiver and Reduction Program assisted in funding your degree.		
<input type="checkbox"/> If applicable, please check box if you have attached proof / evidence of completion (unofficial transcript/copy of diploma).		
<input type="checkbox"/> Please check box if you allow CSUSB to release this information to be shared in CSUSB related events/publications. (Optional: Hometown _____)		

I hereby wish to update my HR records to reflect an education achievement as noted above and I certify that this information is accurate.

Employee's Signature: _____ Date: _____

HUMAN RESOURCES ONLY

Entered By: _____ Date entered in HRIS: _____

Proof/evidence of completion provided: Yes No N/A