Telephone Verification of Transcripts

When an applicant for a position is hired into any unclassified position, transcripts from all universities the applicant graduated from are required. If the position is filled through the search process the applicant may submit copies of his/her transcript(s), however, upon employment originals are required. It is the responsibility of the Screening Search Committee/Budget Unit Head or designee to call the university to verify that the transcript submitted is a certified copy of an original on file with the university graduated from. It will be the responsibility of the Human Resources Office to request the criminal background check and motor vehicle driving record, if applicable, upon receiving the recommendation for employment.

(To Be Completed by Hiring Department)

Applicants Name: _____

Job Title and Department of Position Applied for: _____ / _____

(1) Undergraduate Degrees

Degree Earned	Institution	Year Completed

(2) Graduate Degrees

Degree Earned	Institution	Year Completed

(3) Terminal Degree

Degree Earned	Institution	Year Completed

Signature of SLU Staff Member who completed the Verification of transcripts:

_____	_____	_____
SLU Staff Member	Job Title	Date