

**California State University San Bernardino**  
**Human Resources Department**  
**Education Update Form**

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

I wish to update my HR records to reflect an education achievement as noted above. I have attached evidence of completing this educational milestone and further certify that this information is accurate and correct.

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**HUMAN RESOURCES ONLY**

**Entered By:** \_\_\_\_\_ **Date entered in HRIS:** \_\_\_\_\_ **Proof/evidence of completion provided:** \_\_\_\_\_