



Education Update Form

Please complete the form below and submit it to Human Resources in Sierra Hall 110. If your degree is from a College/University other than CSUSB, please provide proof/evidence of completion such as unofficial transcript 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