

### Education Update Form

Please send the completed form to HR@csusb.edu. Please attach proof/evidence of completion such as unofficial transcripts and/or copy of diploma.

<b>First Name:</b>	<b>Last Name:</b>	<b>Coyote ID #:</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>	
Please check box if the CSU Fee Waiver and Reduction Program assisted in funding your degree.		
Please check box if you have attached proof / evidence of completion (unofficial transcript/ copy of diploma).		
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