



1 UNF Dr
Jacksonville, Florida 32224
(904) 620-2903 [Voice/TDD] (904) 620-2742 [Fax]

Office of Human Resources

HIGH SCHOOL EDUCATION VERIFICATION

DATE ____ / ____ / ____

I am seeking employment at the University of North Florida and the Office of Human Resources requires verification of high school education. I respectfully request that you furnish the below information concerning my education, and hereby release you from any and all liability of damage from providing the information requested.

Signature of Applicant

TO: SCHOOL NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

RE: FULL GIVEN NAME _____
(Last) (First) (MI)

SSN ____ / ____ / ____

DOB ____ / ____ / ____

LAST DATE ATTENDED HIGH SCHOOL ____ / ____ / ____

HIGHEST GRADE COMPLETED _____

GRADUATED? YES NO

TO BE COMPLETED BY SCHOOL OFFICIAL

Is the above information correct? YES NO

Signature (School Representative)

Title

Please verify the above information and return this form to the address listed below. This is not a transcript request.

Office of Human Resources
University of North Florida
1 UNF Dr
Jacksonville, FL 32224

Stamp or Emboss School Seal Here



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Office of Human Resources

**COLLEGE/UNIVERSITY
EDUCATION VERIFICATION**

TO: University Name _____

City _____ **State** _____

RE: Student's Name _____

SSN ____ / ____ / ____ **DOB** ____ / ____ / ____

I respectfully request that you furnish the above information concerning my education, and hereby release you from any and all liability of damage from providing the information requested.

Signature of Applicant

.....
TO BE COMPLETED BY COLLEGE/UNIVERSITY OFFICIAL

I certify that the above named student received the _____
Degree

_____, on _____ / _____ / _____
Major Date

Signature and Seal of the University

By _____

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**Please supply the above requested information and return this form to the address listed below.
This is not a transcript request.**

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