



Employee Degree Completion Request Form

Print Employee Name: _____ Employee ID #: _____

NEIU Email Address: _____ Phone ext: _____

Employee Signature: _____ Date: _____

I would like to request that my educational degree information be entered into Banner as part of my personnel record. This information will be provided as follows:

As previously provided at time of hire, I am requesting that the Office of Human Resources check my file for my current transcripts to confirm the following degrees:

_____ (Degree/Major)
 _____ (Name of Institution)
 _____ (Degree/Major)
 _____ (Name of Institution)
 _____ (Degree/Major)
 _____ (Name of Institution)

I have attached a copy/copies of unofficial Northeastern Illinois University transcript(s) to confirm my degree completion.

I have ordered an original transcript(s) to be sent to the Office of Human Resources to confirm my degree completion*:

_____ (Name of Institution)
 _____ (Name of Institution)
 _____ (Name of Institution)

*Degree information will not be entered until transcript(s) is received.

Submit form and transcript(s) to:

Office of Human Resources
5500 North St. Louis Ave.
Chicago, IL 60625-4699
HR-Office@neiu.edu