



FITCHBURG STATE UNIVERSITY

Authorization for Release of Information

The National Student Clearinghouse is Fitchburg State University's authorized agent for providing degree and enrollment verifications for prospective employees. Completion of this release will grant Fitchburg State the authorization to obtain this information, as it pertains to your prospective employment.

INSTRUCTIONS: Complete the form below. Please note that **all** fields are required. Print, sign, and return the completed form to Human Resources within 48 hours of receipt. You may scan this form and email it to humanresources@fitchburgstate.edu or fax it to 978-665-3720. The original document should be submitted before you begin working.

Name: _____

Name at Time of Attendance (if different): _____

Date of Birth: _____ Social Security Number: _____

Please list all of the schools that you have attended. If applicable, be sure to include schools that you have attended but not graduated from.

Undergraduate School(s):

Graduate School(s):

Post Graduate School(s):

Other:

By signing below, I grant Fitchburg State University the authority to obtain my degree, enrollment, and licensure information through the National Student Clearinghouse. I understand that if my records are unavailable, I will be required to submit official transcripts to the Office of Human Resources, prior to being hired.

Signature: _____

Date: _____