

**Official transcript authorization
For rice alumni**

TO: Office of the Registrar, Rice University

I earned my highest degree from Rice University, and am now being or have been hired as a Rice faculty member or non-faculty instructor of record. I understand that official verification of my highest degree must be received by Rice University as required by our accrediting agency, the Southern Association of College and Schools (SACS). I give my consent for this degree verification.

I hereby authorize Rice University to release official certification (i.e., official transcript) of my highest degree to the Office of the Vice Provost for Academic Affairs and to keep this certification as part of my personnel file.

|  |  |  |
| --- | --- | --- |
| Last Name | First Name | Middle Name |
| Name on Student Records, if different |
| Student Identification Number \* | Date of Birth (MM/DD/YYYY) |
| Highest Degree Earned | Discipline |
| Date Conferred (MM/YYYY) |

\* Give student identification number, if known. Do not provide your Social Security Number.

Signed and authorized,

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 Alumnus Signature Date

**Please mail, fax or scan this completed and signed form to the Office of the Registrar:**

Office of the Registrar

Rice University

P.O. Box 1892, MS-57

Houston, TX 77251-1892

(713) 348-8033

Fax (713) 348-5921

**Questions related to hiring requirements may be addressed to:**

Vice Provost for Academic Affairs

Rice University

VPAA, MS-10

(713) 348-4123

vpaa@rice.edu

transcripts@rice.edu