College of Agriculture,
Food and Environment
Business Center

The purpose of this form is to gather degree completion information, after the initial employment application, for employees in regular staff positions in the college. This information is used when comparing a current employee's education and experience with that of a potential new hire or promotion candidate. Therefore, it is important that this information be kept up to date.

This is to verify my degree completion, after my initial employment application:

I have completed a _____degree.   **Date degree awarded in _____ of _____**

_____   _____
Employee Name   **Person ID**

_____   _____
Department Name   **Org Unit**

_____   _____
Employee Signature   **Supervisor Signature**

PLEASE RETURN THE COMPLETED FORM TO YOUR DEPARTMENT BUSINESS OFFICE

For Department Business Office Use

_____Copy filed in the department personnel file

_____Send completed form to CAFE Business Center. Email to **agbusinesscenter@uky.edu**

For CAFE Business Center Use

_____Entry in SAP   Card Sent

Entered by: _____