

DEGREE VERIFICATION REQUEST

**CAROLINA UNIVERSITY OF THEOLOGY
RECORDS OFFICE**

14654 Joplin Road, Manassas, VA 20112

Phone: 703-791-3499, ext. 215

Fax: 703-791-8263

(This form is for Student or Alumni Use only. All requests for Degree verifications for third parties must be submitted by employment agency or company in which you are applying for employment. The employer or agency should email or fax their request directly to our office for processing.) Please be advised that this can take up to 7 to 10 business days.

Student Name _____ Date: _____

SSN _____ - _____ - _____ Student ID# _____

Degree Program _____

Years of Enrollment _____

Degree Conferred Date _____

Send Verification To: _____ Fax Number: _____

Email Address: _____

Mailing Address: _____

City

State

Zip

Signature

Date

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