

**EASTERN MICHIGAN UNIVERSITY**  
**Employee Transcript**  
**Release Consent Form**  
**ADMISSION'S OFFICE sending transcript to HR**

Employee name: \_\_\_\_\_

Position on campus: \_\_\_\_\_

Department of employee: \_\_\_\_\_

I am seeking an admission to an \_\_\_\_ undergraduate / \_\_\_\_ graduate (mark one) program of study and would like the Office of Admissions to release a copy of my academic transcript(s) to the \_\_\_\_ Academic Affairs Human Resources Office, 202 Boone Hall/ \_\_\_\_ Human Resources, 140 McKenny Hall (mark one).

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return form to the Office of Admissions, 401 Pierce Hall.

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Office of Admissions section

Transcripts duplicated and sent on \_\_\_\_\_(date). \_\_\_\_\_(staff initials)  
Include copy of this form with transcripts sent to either HR offices.  
(02/15/08)