

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

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 Human Resources to release a copy of my  
academic transcript(s) sent to the Office of Admissions.

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

If you are a faculty member, please return form to Academic Affairs Human Resources, 202  
Boone.

If you are a staff member, holding non-teaching employment, please return form **in person**  
to Human Resources, 140 McKenny Hall.

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HR section

Transcripts duplicated and sent on \_\_\_\_\_ (date). \_\_\_\_\_ (staff initials)  
Include copy of this form with transcripts sent to Office of Admissions, 401 Pierce Hall.  
(02/15/08)