

From: Human Resources
To: Admissions Office



**EASTERN MICHIGAN UNIVERSITY
Employee Transcript Release Consent Form**

Employee Name: _____
(Please Print)

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 and send a photocopy of my academic transcript(s) to the Office of Admissions.

Employee signature: _____ Date: _____

Please return form **in person** to Human Resources (140 McKenny) for processing.

HR section

Transcripts photocopied and sent to the Admissions Office (401 Pierce) on _____ (*date*).
(Please include a copy of this form with transcripts sent to the Admissions Office.)

Sent By: _____

Initials: _____