

<input type="text"/>	Internal reference number
	Request date <input type="text"/>

Sterling is a professional background screening company that performs employment related background checks including the verification of an individual's education and qualifications. Please help us to verify the education history of one of your current or prior students.

PLEASE NOTE THAT THIS REQUEST IS TIME SENSITIVE. ANY EFFORTS TO EXPEDITE THE TRANSMISSION OF THIS INFORMATION ARE GREATLY APPRECIATED.

Thank you for your time and attention to this matter.

SECTION 1 - EMPLOYEE DETAILS

Student's name:	<input style="width: 80%;" type="text"/>
Name during attendance:	<input style="width: 90%;" type="text"/>
Graduation date:	<input style="width: 40%;" type="text"/> (DD/MM/YYYY)
Institution name:	<input style="width: 90%;" type="text"/>
Additional Information:	<input style="width: 90%;" type="text"/>
Degree/Diploma/Certificate:	<input style="width: 90%;" type="text"/>
Dates of attendance:	<input style="width: 30%;" type="text"/> From (DD/MM/YYYY) <input style="width: 30%;" type="text"/> To (DD/MM/YYYY)

SECTION 2 - VERIFIED EDUCATION DETAILS

Please complete the following information:

Start date:	<input style="width: 40%;" type="text"/>	(DD/MM/YYYY)
End date:	<input style="width: 40%;" type="text"/>	(DD/MM/YYYY)
Subject/Major:	<input style="width: 90%;" type="text"/>	
Did the individual graduate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Degree/Diploma/Certificate:	<input style="width: 90%;" type="text"/>	
Additional comments:	<input style="width: 90%;" type="text"/>	

For our records please also provide:

Your name:	<input style="width: 80%;" type="text"/>
Your title:	<input style="width: 90%;" type="text"/>
Your email address:	<input style="width: 90%;" type="text"/>
Your phone number:	<input style="width: 90%;" type="text"/>

SECTION 3 - ADDITIONAL INFORMATION

Providing this additional information will help minimize follow up questions:

If records are not held for this time period, please specify how far back records go:

SECTION 4 - RETURN ADDRESS AND CONTACT DETAILS

Please return to one of the following locations:

Sterling

Attention: Verification Department

Registered Office: 8th Floor

Alexandra House,

1 Alexandra Road,

Swansea, SA1 5ED

UNITED KINGDOM

Tel: +44-203-026-9150

Email: Intl_Apac_faxes@sterlingcheck.com

Sterling

Attention: Verification Department

6111 Oak Tree Blvd. #400

Independence, OH 44131

UNITED STATES OF AMERICA

Tel: +1 800-660-9520

Email: Intl_Apac_faxes@sterlingcheck.com

www.sterlingcheck.com

SECTION 5 - FOR FUTURE REFERENCE

For future reference:

Please help by providing the email address/ fax number / planned turn-around time and attention, where these verification requests may be sent:

Do you also require a consent form and can it be electronic?

Do you maintain all the records for your branch only, or are the records held in a central location?

Branch ☐ Central ☐

If the records are held in a central location please provide the contact information: