



**REQUEST FOR AWARD COMPLETION OF DEGREE**

Recipient must be a full-time staff member at time degree is completed and must be employed by the University when award checks are issued.

**Degree Recipient:** \_\_\_\_\_  
(Last) (First) (Middle)

**Social Security No.** \_\_\_\_\_ **Student ID No.** \_\_\_\_\_

**Location/Department** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Degree Received** \_\_\_\_\_ Associate's (\$500) \_\_\_\_\_ Bachelor's (\$1000)  
\_\_\_\_\_ Master's (\$1500) \_\_\_\_\_ Doctorate (\$2000)

**Institution From Which Degree Received** \_\_\_\_\_  
(If other than Webster University please attach verification of degree completion.)

**Degree Completed** (indicate term and year)

Summer \_\_\_\_\_ Fall I \_\_\_\_\_ Fall II \_\_\_\_\_ Spring I \_\_\_\_\_ Spring II \_\_\_\_\_

Other (if from another institution please indicate date.) \_\_\_\_\_

**Account To Be Charged** \_\_\_\_\_

**APPROVALS/SIGNATURES**

Employee \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Vice President \_\_\_\_\_ Date \_\_\_\_\_

**Human Resources Department Use Only**

Registrar \_\_\_\_\_ Date \_\_\_\_\_

Human Resources \_\_\_\_\_ Date \_\_\_\_\_

Payroll \_\_\_\_\_ Date \_\_\_\_\_

**RETURN COMPLETED FORM TO HUMAN RESOURCES, LORETTO HALL  
ROOM 32 BY NO LATER THAN MAY 20 OF EACH YEAR.**