



Request for Set-Up or Change of a HRIS Institution or Degree

Requests to setup or change an Educational Institution or Degree used in Infotype 9022 (Education) must be submitted to SGS for verification:

Please complete all sections of the form and send the form to admissions.sgs@utoronto.ca

If you have any questions regarding the completion of this form, please email admissions.sgs@utoronto.ca

		STATUS	
		Set-UP: <input type="checkbox"/>	CHANGE: <input type="checkbox"/>
Degree Name in official/native language (if applicable): (Please print name in full)			Degree Acronym:
Post-Secondary Institution Name in official/native language (if applicable): (Please print name in full)			
City of Institution:		Country of Institution:	
Year Conferred:	Education Code: (Req. If existing)	Comments:	

		STATUS	
		Set-UP: <input type="checkbox"/>	CHANGE: <input type="checkbox"/>
Degree Name in official/native language (if applicable): (Please print name in full)			Degree Acronym:
Post-Secondary Institution Name in official/native language (if applicable): (Please print name in full)			
City of Institution:		Country of Institution:	
Year Conferred:	Education Code: (Req. If existing)	Comments:	

		STATUS	
		Set-UP: <input type="checkbox"/>	CHANGE: <input type="checkbox"/>
Degree Name in official/native language (if applicable): (Please print name in full)			Degree Acronym:
Post-Secondary Institution Name in official/native language (if applicable): (Please print name in full)			
City of Institution:		Country of Institution:	
Year Conferred:	Education Code: (Req. If existing)	Comments:	

ALL SHADED FIELDS ARE **REQUIRED**.

CONTACT INFORMATION:

Request Submitted by:		Submitted on:
Phone Number:	Extension (If req.)	Email Address:

COMMENTS / GENERAL DETAILS:

SGS APPROVAL:

Approved by: (Please Print Full Name)	Signature:
Phone Number Extension #:	Date: