

Course Verification for Lane Advancement

- 1) To expedite the verification process, please **attach** the following:
- Copy of your “Graduate Advising and Program Planning (GAPP)” form
  - An **unofficial** copy of your transcript listing the courses
  - List term and year received bachelors degree \_\_\_\_\_
  - List term and year received your master’s degree \_\_\_\_\_
- 2) Please indicate type of verification you are requesting:
- ☐ courses listed carry graduate credit
  - ☐ courses listed were taken in excess of the master’s degree
  - ☐ courses listed were taken in excess of the master’s & carry graduate credit

Social Security Number		
Name		
Previous Name		Telephone
Address		
City	State	Zip Code
Course No.	Course Title	Term/Year Taken

If the individual that you wish to have your verification sent to is someone other than the person listed below, please indicate in the box provided:

Martha Mendiola  
Human Resources Employee Service Center  
320 N. Elizabeth  
Chicago, IL 60607

Other:
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