Verification Of Credentials For The Record Instructions

When a department has finalized its selection for an AP faculty recruitment, the final candidate’s most recently conferred degree must be verified and on record with Human Resources prior to making an official offer.

Verifications of credentials may be completed via the following methods:

**Option 1:** National Student Clearinghouse website (recommended): [http://nationalstudentclearinghouse.org/](http://nationalstudentclearinghouse.org/)
- Hover over the orange ‘Order-Track-Verify’ link, then select ‘Verify Degrees, Enrollments & Certifications’.
• Click on the burgundy ‘Verify Now’ button on the center of the next screen. **Do not** click on the buttons under ‘Participants & Pricing’.

• On the next screen, enter only the candidate’s school and complete name and push the green ‘Submit’ button.

• On the next screen, you will enter the payment information. The cost to complete an immediate verification varies between $12.50 and $23.95 depending on the school.
Once the degree is verified, the signed form must be uploaded into PAPERS. This document should include the following:

1. A *signed* Verification of Credentials For The Record form including the candidate’s information
2. The verification document received from the National Student Clearinghouse

**Option 2:** Submission of *official* transcripts:
- The final candidate will be required to order official transcripts to be submitted directly to Human Resources. Pictures/scans of diplomas obtained and/or scanned, e-mailed, or opened transcripts **will not** be accepted. Choosing this method may delay the start date of the employee being hired.

For final candidates who are **ODU employees and alumni**, verifications may be completed through access to LEO Online by the new hire:

- Log in to [LEO Online](https://www.leo.odu.edu)
- Select *Admissions, Registration, Student Records*
- Select *Student Records*
- Select *Verification Services*