

Verification Of Credentials For The Record Instructions

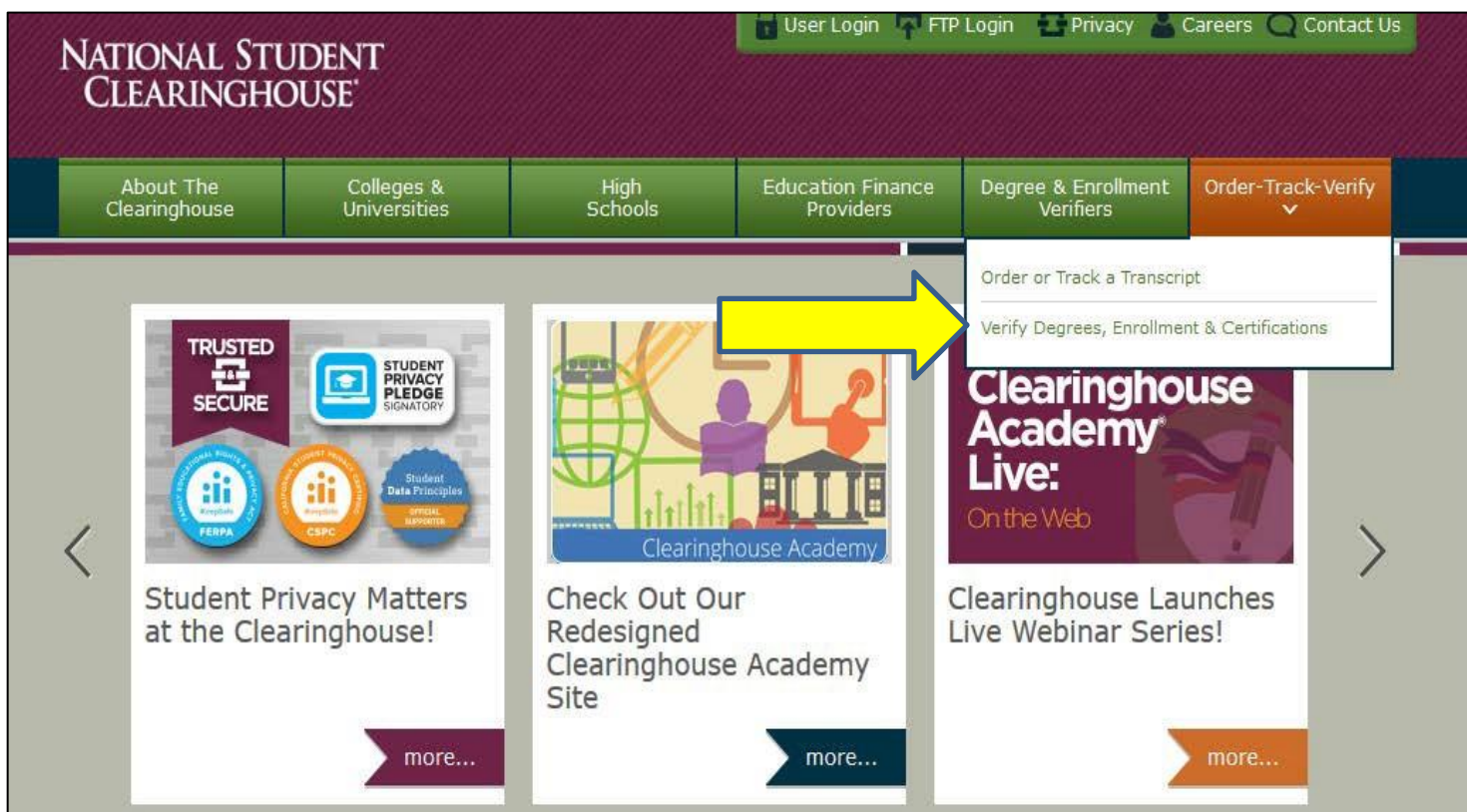
When a department has finalized its selection for an AP faculty recruitment, the final candidate's most recently conferred degree must be verified and on record with Human Resources prior to making an official offer.

Verifications of credentials may be completed via the following methods:

Option 1: National Student Clearinghouse website

(recommended): <http://nationalstudentclearinghouse.org/>

- Hover over the orange 'Order-Track-Verify' link, then select 'Verify Degrees, Enrollments & Certifications'.



The screenshot shows the National Student Clearinghouse website. At the top, there is a navigation bar with links for User Login, FTP Login, Privacy, Careers, and Contact Us. Below this is a main navigation menu with several categories: About The Clearinghouse, Colleges & Universities, High Schools, Education Finance Providers, Degree & Enrollment Verifiers, and Order-Track-Verify. The Order-Track-Verify link is highlighted in orange and has a dropdown menu open, showing two options: 'Order or Track a Transcript' and 'Verify Degrees, Enrollment & Certifications'. A yellow arrow points to the 'Verify Degrees, Enrollment & Certifications' option. Below the navigation menu, there are three promotional banners. The first banner is titled 'Student Privacy Matters at the Clearinghouse!' and features logos for TRUSTED SECURE, STUDENT PRIVACY PLEDGE SIGNATORY, FERPA, CASC, and CASC. The second banner is titled 'Check Out Our Redesigned Clearinghouse Academy Site' and features a globe and a person. The third banner is titled 'Clearinghouse Launches Live Webinar Series!' and features the text 'Clearinghouse Academy Live: On the Web'.

Department of Human Resources

Spong Hall, 5255 Hampton Boulevard, Norfolk, VA 23529

Phone: 757/683-3042 • Fax: 757/683-3047 • www.odu.edu/humanresources

- Click on the burgundy 'Verify Now' button on the center of the next screen. **Do not** click on the buttons under 'Participants & Pricing'.

Welcome to Verification Services

The National Student Clearinghouse is the trusted source for education verification offering a nationwide collection of enrollment and degree data.

Need an immediate verification?

Verify Now 

Wide coverage of U.S. degrees and attendance records.
 Instant online verifications
 Integrated Web services option for high volume requestors
 • 24/7 availability

Participants & Pricing

 <p>Current Enrollment</p> <p>\$2.50</p> <p>Price per confirmed verification</p> <p>Check Participation List</p>	 <p>Degrees & Attendance</p> <p>\$14.95 + school surcharge, if any</p> <p>Price per confirmed verification</p> <p>Check Participation List</p>	 <p>Professional Certifications</p> <p>Varies</p> <p>Price per confirmed verification</p> <p>Check Participation List</p>
---	---	--

- On the next screen, enter only the candidate's school and complete name and push the green 'Submit' button.




Request a Verification

Select the type(s) of verification that you would like to perform and provide the requested information for the subject. Required fields are marked with an asterisk(*).

WHAT would you like to verify?

Degree or School Certificate (*undergraduate or graduate*)

Providing the **degree, major** and **year** will help the school research your request, if we are unable to find an immediate match for your request.

*School:   [School Keyword Search](#) 

Degree:

Major:

Year:

Current Enrollment (*within the past 6 months*)


Dates of Attendance (*for someone who has NOT received a degree*)

Professional Certificate (*business or technical*)

WHO would you like to verify?


*Student Name:

*FIRST MIDDLE *LAST

Also known as: 







Date of Birth:




MONTH DAY YEAR




Your Reference ID: 


Submit > [Cancel](#)


Verification Services

-  Request a Verification
-  Find Past Verifications
-  Create an Account
-  Log in to Your Account
-  Frequently Asked Questions
-  Contact Us

 **VeriSign Trusted**
VERIFY >

 **Trustwave**
Trusted Commerce
Click to Validate

- 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](#)
- Select *Admissions, Registration, Student Records*
- Select *Student Records*
- Select *Verification Services*