**University of Central Florida**

**College of Sciences**

**Request of Information Email**

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| To: | Appointee |
| CC: | HR Liaison |
| Subject: | Courtesy Appointment in \_\_\_\_\_\_\_\_\_\_\_\_ |

Dear [Appointee],

As you know, we would like to request a courtesy appointment for you within our \_\_­\_\_\_­\_\_\_\_\_\_. In order to recommend this appointment to the Dean of the College of Sciences, the following information or documents are needed:

 - Curriculum Vitae/Resume

 - Birth date

 - Last 4 digits of Social Security number

 - Official Transcripts of Highest Degree (only if teaching)

The information or documents (except transcripts) can be sent to me electronically at \_email@ucf.edu\_. The official transcripts should be sent to HR Liaison directly at \_email@ucf.edu\_.

Please contact me if you have any questions or concerns.

Thank you,

[Signature]