

Credentials File Documents Checklist

General Information Regarding Your Credentials File

Creating a Credentials File is an easy and effective way to store and maintain your letters of recommendation in a safe and secure environment. Your Credentials File will remain “active” or “current” for five (5) years after your graduation or activation date, whichever is latest. You may request that your file remain “active” past the five year period by contacting the Career Services Office. After five years, your file will be archived. If you have not contacted the Career Services Office for a period of ten (10) years after your graduation date, and have not utilized the Credentials File services offered by the Career Services Office, your file will be destroyed.

It is recommended that you contact the Career Services Office to verify that your letters of recommendations have been received. **It is your responsibility (regardless of whether you are a current student or an alumni) to ask your potential letter writers for recommendations, and it is your responsibility to confirm that they have been written and placed in your Credentials File.**

FORMS

Credential File Activation Form

This form contains your contact information and is used to open a credentials file. It is placed in your file and the information is entered into the Credentials File database. Please contact us if/when you change contact information noted on this form, including address, telephone number and/or email address.

Guidelines for the Recommender Form (This is NOT placed in file)

This form is particularly useful if the potential recommender has rarely written letters of recommender. However, it serves as an informative tool for the recommender to form an outline of possible recommendation topics.

Letter of Recommendation Information Sheet (This is NOT placed in file)

This form is optional for you to fill out and give to your potential recommender. A well-crafted resume may substitute. It provides useful information that the recommender may use to write a strong letter of recommendation. Information can include grade point average, academic honors, extra curricular activities, work, volunteer or internship experience of which the recommender may not be aware.

Confidentiality Waiver / Non Waiver Form

The Family Educational Rights and Privacy Act of 1974 provides eligible students with the option of waiving or not waiving access to their educational records, including their credentials file. You must submit a signed copy of this form to your recommender, indicating whether or not you are waiving access to the letter. By checking the Waive Access box, you relinquish your right to view the letter of recommendation. **It is your responsibility to submit the Confidentiality form to the recommender, to ensure that the Waiver form is filled out correctly and completely and that it is sent to the Career Services Office with the appropriate letter of recommendation.**

Please note: If applying to graduate school, some colleges/universities have their own recommendation forms included in their application documents. Please have your recommenders complete both the Cazenovia College Confidentiality form, and any additional forms that may be included in your application.

For more information regarding the law school application process, including LSDAS procedures/requirements for letters of recommendations, transcripts and other information, go online to www.LSAC.org, or contact the Career Services Office for a registration and information booklet.

Credentials Release Request Form

This form is **required** and must be completed and signed before the Career Services Office will send your credentials file. This form requests the exact contact information of where you want all, or part, of the contents of your file sent. **The Career Services Office cannot send anything from your file until the Credentials Release Request form is filled out and signed. Your signature must be on the form to be processed.** If you do not have a copy, please call the Career Services Office to have copies sent, e-mailed or faxed to you.

Signature Required

Please sign and date this form as an acknowledgement that you have read and understand the information stated on this checklist. A copy of this checklist will be given to you at the time you establish your Credentials File. If you have any questions regarding Credentials Files, please contact the Career Services Office at 315.655.7191, or by email at careerservices@cazenovia.edu.

I, _____ have read and understand the Credentials File Documents Checklist.
(Please print)

Signature: _____

Date of Graduation: _____

Date: _____

Telephone: _____

Email Address: _____