

Credential File Application

School of Education Career Services
111 Waverly Avenue, Suite 230, Syracuse, NY 13244
315-443-4759

What is a credential file?

- Contains letters of recommendation that can be sent out to graduate schools and/or potential employers
- Life-long service, so letters can be updated at any time
- Contains at least three letters of recommendation, but we will send no more than five at a time
- Letters can be mailed, faxed, or scanned at your email request

How do I set a credential file up?

- It is recommended that you set up your file at the beginning of your senior year
- \$35 registration fee
 - Receive recommendation forms for your reference writers
 - Receive pre-addressed envelopes to provide to your reference writers, courtesy dictates that you supply a stamp for your reference writer
 - Covers the first three mailings of your credential file
 - After your first three free mailings, the following credential file fees apply:
 - **Option 1:** \$5 for one mailing **Option 2:** \$20 for five mailings **Option 3:** \$30 for ten mailings
 - Mailings do not expire
 - Option 1 payment should be submitted as soon as possible after the request is made
 - Checks made out to **Syracuse University** or cash will be accepted

Should the letters be confidential or non-confidential?

- Employers typically prefer confidential letters; therefore it is advised to waive access to your letters
- If you waive your right of access (confidential), you may not see anything about the contents of the letter
- Sealed confidential and non-confidential letters cannot be provided to a student under any circumstance
- Complete the top portion of the recommendation form before providing it to your reference writer
- Recommendation forms require the signature of the applicant **and** reference writer

When should you request to have the file sent?

- A job application may indicate recommendation letters are required when submitting materials
- The employer may request letters at a later time in the interview process
- Email all requests to Brenda Hoefler at blhoefle@syr.edu

TIPS FOR CHOOSING REFERENCE WRITERS:

- ✓ Request a recommendation letter while knowledge of your abilities is still fresh in the writer's mind
- ✓ Reference writers should be the most familiar with your experience and ability
- ✓ Obtain letters from people associated with student teaching, practicum experiences and internships

Please Note:

- The SOE Career Services Office reserves the right to refuse sending credential files for any account which has accrued 6 unpaid mailings.
- A credential file is not considered complete for mailing purposes until a minimum of 3 letters have arrived.
- Check with the Coordinator of Career Services approximately one month after distributing the recommendation forms. If a letter does not arrive in a timely fashion, you may need to remind your recommendation writer.
- Resumes, transcripts and other documents are not included in credential files and will not be transmitted by this office.



Date _____

Name: _____ SU ID Number: _____

Present Address: _____

_____ Until: _____

Permanent Address: _____

Phone Number: _____ Email: _____

EDUCATION INFORMATION:

Major you are currently working on or have just finished at Syracuse University?

What is your degree—Bachelors, Masters or Ph.D?

Anticipated date of graduation?

Please complete and sign this authorization form. Further information on policies and procedures is available in the instructions contained in this registration packet or through the School of Education Career Services Office.

I, _____, am requesting to establish a credential file with the School of Education Career Services Office. ***I understand that it is my responsibility to see that my file contains complete, accurate, and up-to-date.***

(In keeping with the University's policy of compliance with the Family Educational Rights and Privacy Act of 1974, your credential file should be released to a third party only after your written request. Because we allow requests to be made by fax, email or directly by an employer or other party, we would like to give you the opportunity to authorize in advance the release of your credentials. Please read the following and check all applicable statements.)

I authorize my credential file to be transmitted as checked below:

_____ When requested in writing, including fax, email, or standard mail

_____ When requested by a prospective School/University or other employer
(we will contact you first before sending out your credential file)

I would like my file to be established in the area of my field (check one)

_____ Teacher, School Counselor, Library Media Specialist

_____ Administrative (Superintendent, Principal, District Personnel)

Signature_____ Date_____

*Syracuse University and the Education Career Services Office upholds the human rights code and therefore does not discriminate on the basis of age, race, religion, sex or national origin.



Please list below the names of three to five persons whom you will be asking to write letters of recommendation for your credential file. Please note:

- Files are incomplete for mailing until at least three letters have arrived.
- We will mail up to five recommendation letters per file transmittal.
- Letters must accompany the School of Education Career Services recommendation form and be mailed to this office directly by the recommendation writer.
- You must indicate whether or not you wish to waive access to the letter on each recommendation form.
- You may make changes to this list at any time. Please contact the office by phone, email or writing with any changes.
- If at any time your file contains more than 5 letters, you must indicate which 5 letters are to be sent for the purpose of file transmittal. If you do not indicate which letters should be sent, the five most recent letters will be mailed.

1.

2.

3.

4.

5.

Print Name _____

Signature _____

Date _____