

## Credential File Instructions and FAQs

*Carefully review these instructions, and complete and sign the form on the following pages. If you have any questions or concerns, please contact us at [soecareer@syr.edu](mailto:soecareer@syr.edu) or 315.443.2956.*

**What is a credential file?** A credential file contains letters of recommendation and serves as an integral part of the job application process. This file remains active for the duration of your career life and can be updated at any time. Once your file contains at least 3 reference letters, copies of these letters can be sent to potential employers at your email request. We will not send any more than 5 letters out at a time.

**What is included in my file?** The credential file contains only letters of recommendation. Resumes, transcripts, and other documents are not included.

**Should the letters of recommendation be confidential or non-confidential?** School districts typically prefer confidential letters; therefore, it is advised to waive access to your letters. If you sign the recommendation form as non-confidential, you may read the letter only. Sealed confidential and non-confidential letters cannot be provided to a student under any circumstance.

**When should I establish my credential file?** The fall of your senior year, or the year that you student teach. It is important to request a recommendation letter while knowledge of your abilities is still fresh in the writer's mind.

**When should I request to have the file sent?** Job applications may indicate that recommendation letters are required when submitting materials, or the employer may request letters at a later time in the interview process. Please email requests to [soecareer@syr.edu](mailto:soecareer@syr.edu).

**What are the fees associated with the credential file?** There is a \$35 Registration Fee that covers the set up of a credential file, which is active for your entire career. The fee covers the first 3 mailings and/or the first 6 emailed files. Additional fees are required for mailings after these initial covered mailings. Fees can be made by cash or check payable to Syracuse University and sent/delivered to our office. These additional mailings do not expire.

- \$30 for an additional 10 mailings and/or 20 emails (submit prior to request)
- \$20 for 5 mailings and/or 10 emails (submit prior to request)
- \$5 for 1 mailing and/or 2 emails (submit prior to request *or* ASAP after request is made).

**What else do I need to know about establishing and maintaining my credential file?**

- The School of Education Career Services office reserves the right to refuse sending credential files for any account that has accrued 6 or more unpaid mailings.
- Recommendation writers should be the most familiar with your experience and ability. Recent graduates should make every effort to obtain letters from people associated with student teaching, practicum experiences and internships.
- Blank recommendation forms and return envelopes will be issued upon opening your file. Courtesy dictates that you provide the writer with a stamped envelope.
- Recommendation forms which accompany the letters require both the applicant's and writer's signatures. If you retain your right to access (non-confidential), you may read the letter. If you waive your right of access (confidential), you may not read it or see any content of the letter.
- Check with the SOE Career Services Office 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.

## Credential File Application

### Personal Information

Date: \_\_\_\_\_

Name: \_\_\_\_\_ SUID: \_\_\_\_\_

Present Mailing Address: \_\_\_\_\_ Until: \_\_\_\_\_

Permanent Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### Education

SU Major(s) currently working on or have just finished: \_\_\_\_\_

Degree Level:      Bachelor's      Master's      CAS      Doctoral

Anticipated Graduate Date (semester and year): \_\_\_\_\_

### Recommenders

Please list below the names of 3-5 persons whom you will be asking to write letters of recommendation for your credential file:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

#### PLEASE NOTE:

- Files are incomplete for mailing until at least three letters have arrived.
- We will send up to five recommendation letters per file transmittal.
- Letters must accompany the School of Education Career Services Recommendation Cover Sheet and be submitted directly to this office by the recommendation writer, by mail or fax. Alternatively, the recommendation writer may email a scan of the original formatted letter, along with the recommendation form, directly to [soecareer@syr.edu](mailto:soecareer@syr.edu).
- You must indicate whether or not you wish to waive access to the letter on each cover sheet.
- You may make changes to this list at any time. Please contact our office 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.

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## Authorization

I, \_\_\_\_\_, am requesting to establish a credentials 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 information.

*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 (you may select more than one):

- 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 (SU) and the School of Education (SOE) Career Services office uphold the human rights code and therefore do not discriminate on the basis of race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older), disability or genetic information.*

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