

**CAREER SERVICES
CREDENTIAL FILE REQUEST**

*NOTE: All Credential File requests MUST be in writing. Requests may not be processed by phone or email.
Please remit payment (cash or check payable to "SUNY Cortland") with request.
Credit card payment also available via Career Services website.*

PLEASE TYPE OR PRINT BLOCK LETTERS.

Today's Date _____

Last Name

First Name

Middle/Birth Name

SSN # or Cortland ID #

Your Street Address

City

State & Zip

Phone Number

Degree/Major

Graduation Year

Please indicate school district/university if applicable

SEND TO:

Specific Letters to be sent (Limit is 5; CAS limit is 8):

SEND TO:

Specific Letters to be sent (Limit is 5; CAS limit is 8):

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Specific Letters to be sent (Limit is 5; CAS limit is 8):

List additional addresses on a separate form. NOTE: Transcripts must be obtained from the Registrar only.