



Career Development Center

State University of New York at Plattsburgh

Phone (518) 564-2071 FAX (518) 564-5080
credentials@plattsburgh.edu

CREDENTIAL FILE LEGAL CONSENT FORM

Federal legislation and interpretations beginning with the Family Educational Rights and Privacy Act (FERPA) require colleges and universities to obtain written authorization from students and alumni before credentials can be sent to prospective employers or graduate schools. The following policies of this office govern the maintenance and use of credentials files at Plattsburgh State:

- Credentials mailings consist **ONLY OF REFERENCES** (no resumes, transcripts, certifications, awards, etc.)
- All materials received by this office for inclusion in your file become the property of Plattsburgh State University. A registrant may request a copy of any non-confidential materials for their own use.
- Fees are charged for credentials mailings following graduation from the college. All students are entitled to five (5) mailings while enrolled as part of the \$20 activation fee. Payment can be in the form of cash, check, or credit card. The Career Development Center accepts Visa, MasterCard, and Discover. You can make your check payable to: **SUNY Plattsburgh**. *All paid fees are non-refundable.*

A credential file can be released to a third party only after written authorization to release the file is received by the Career Development Center. This written release may be in the form of a signed letter or request, a fax of a signed letter or request, or a printed e-mail (displaying the sender's e-mail address). Authorizations for release should contain the party or parties to whom the file should be sent and the means of payment.

Print Name

Signature

Date

Major/Graduation Date

Net ID (Plattsburgh e-mail) or Banner ID#

Local Address

Permanent Address

City, State, Zip Code

City, State, Zip Code

Telephone

Telephone