

For additional requests, please submit another form.

REQUEST FOR RELEASE OF CREDENTIALS

When requesting credentials, please allow ample time in order to meet application deadlines. Release requests are filled in the order they are received. The IWU Craig C. Hart Career Center will **fill all requests from active files within two working days**. Requests from archived files* or with transcript requests may take three to five days longer to process. Please verify that the appropriate materials are in your file before requesting that they be sent. Requests cannot be held to wait for the arrival of recommendations or other materials that are not on file at the time your request is received.

*Files may be archived seven years after your graduation date.

Recommendations

Cost: \$4.00 per set of credentials requested

NOTE: Fee is waived if you are a current student or have graduated within the last three months.

Each time you make a credential request, we need to know **which recommendations** are to be sent; therefore, please specify the name(s) of your recommender(s).

Candidate's Personal Statement

Cost: None

Your candidate's personal statement (formerly submitted as a 3-page personal data sheet) will be sent only if you check this section.

Attached Items

Cost: None

If you would like to add any items to your credential packet (for example, a cover letter, application form, resume, etc.), you may attach them to this form and we will include them in the mailing. These items will not be maintained on file. Please limit your attachments to five pages per request. *NOTE: Unofficial transcripts and student issued transcripts may NOT be attached to your credential materials.*

Transcripts

Cost: \$5.00 each for the first three, \$3.00 each thereafter per each request

Fees are assessed on a per visit basis. Official Transcripts can be mailed separately from the Registrar's Office, or sent in the same package as your credentials. Please note that when requesting transcripts to accompany credentials, your request may not be sent out in the two day time frame, as the Craig C. Hart Career Center will need to wait for the transcript to arrive from the Registrar. Transcript requests are generally filled within three working days. At the end of a semester, however, more time is required.

Receiver of Credentials

Please provide the full mailing address of the intended receiver of your materials. If you are requesting a personal copy, all copies will be marked with **"STUDENT COPY"** across the page. Only those materials to which you have a legitimate right to access under the Family Equal Rights and Privacy Act may be released to you.

Payment Worksheet

Number of credential sets requested _____ x \$4.00 = _____
(Per address mailed to)

TOTAL CREDENTIALS: _____

Make all checks for **credentials** payable to: IWU Craig C. Hart Career Center

***Faxing of credentials, \$5.00 per number faxed to.**

Number of official transcripts requested _____ (see below) = _____
(1=\$5, 2=\$10, 3=\$15, 4=\$18, 5=\$21, 6=\$24, 7=\$27, 8=\$30, 9=\$33, 10=\$36, etc.)

Pricing is always subject to change

TOTAL TRANSCRIPTS: _____

Make all checks for **transcripts** payable to: IWU Office of Registrar

REQUEST FOR RELEASE OF CREDENTIALS

Craig C. Hart Career Center, Illinois Wesleyan University
Bloomington, IL 61702-2900
(309) 556-3071

I, _____, hereby request on this date, _____, that the
(Please print full name)

Craig C. Hart Career Center sends the materials in my credentials file, as marked below, to the schools and/or employers identified on this form.

Signature: _____ SS#: _____ Month/Year of Graduation: _____

Current Mailing Address: _____

Phone #: _____

Please read instructions, policies, and fee information on reverse side.

Request #1

Recommendations: (specify recommender's name)

Additional Materials:

- _____ Candidate's Personal Statement
- _____ 3-Page Personal Data Sheet (filed prior to 12/92)
- _____ Attached items (eg., cover letter, application form)
Please specify:

TRANSCRIPT REQUEST:

- _____ Mail transcript separately from IWU Registrar Office
- _____ Have transcript sent to the Craig C. Hart Career Center to be mailed with credentials.

Note: If you have any outstanding bills with the University, your transcript request may be delayed.

TO:

Name: _____ Title: _____

Organization: _____

Address: _____

Request #2

Recommendations: (specify recommender's name)

Additional Materials:

- _____ Candidate's Personal Statement
- _____ 3-Page Personal Data Sheet (filed prior to 12/92)
- _____ Attached items (eg., cover letter, application form)
Please specify:

TRANSCRIPT REQUEST:

- _____ Mail transcript separately from IWU Registrar Office
- _____ Have transcript sent to the Craig C. Hart Career Center to be mailed with credentials.

Note: If you have any outstanding bills with the University, your transcript request may be delayed.

TO:

Name: _____ Title: _____

Organization: _____

Address: _____
