

SUNY Oneonta Career Development Center

Credential Mailing Request Form: DO NOT SCAN OR EMAIL THIS FORM!

PLEASE PRINT NEATLY

Student's Name: _____

Phone Number: _____

Graduation Date: _____

College ID#: _____

Instructions: Please supply the following information for each organization that you wish to have your credentials mailed:
You may select materials from your folder that you would like to have mailed at the time of request.

Include the information below for each requested folder:

**Name/Title of Contact Person
Name of Organization or Business
Mailing Address
City, State, Zip Code**

1. _____

2. _____

3. _____

List the letters of reference you would like to have sent:

1. _____
2. _____
3. _____
4. _____
5. _____

I authorize the Career Development Center to release my credentials to the bona fide employers or graduate schools listed above.

Signature (required for all requests)

Date

~PLEASE DO NOT SEND CASH~

Check appropriate fee: _____ \$30.00 Credentials: Volume Discount – 10 sets (good for one calendar year from date of receipt).
_____ \$ 5.00 Credentials: Forwarding charge for each request
_____ I have already prepaid.
_____ I graduated less than three months ago and have not used all my 3 free sets of credentials.
_____ I want to pay by charge card:

Circle one: MC Visa Discover Card #: _____ - _____ - _____ - _____

Exp. Date: ____/____/____ Signature: _____

Total Enclosed: _____ NOTE: A **\$1.00 FEE WILL BE ASSESSED FOR EACH BILLING STATEMENT SENT**

Make checks payable to: **SUNY College @ Oneonta**

Forward payment and form to: Career Development Center, Netzer 110, SUNY Oneonta, Oneonta, NY 13820

Phone: (607) 436-2534

Fax: (607) 436-2094

E-mail: career@oneonta.edu

**For your convenience this form is available online: www.oneonta.edu/career*