



## CREDENTIAL FILE AGREEMENT

The Office of Career Services agrees to assist you in creating and maintaining a credential file consisting of recommendations from academic or other representatives. While you are enrolled in an academic program at the University of Scranton, we will mail or fax, free of charge, a copy of your credential file to employers or educational institutions you designate.

We will keep your file active for five years from the date you established it, after which it will be destroyed. If you would like us to maintain your file for a longer period of time, you may make a written request any time before the end of the five year period.

Your signature below authorizes the Office of Career Services to assemble and maintain your credential file, and to disseminate this file to your designated employers or educational institutions. You must indicate your decision regarding access to your file by checking the appropriate box below and on each recommendation request form you distribute to your recommenders.

***Please Note:*** Only recommendations consistent with your right of access decision will be placed in your file; all others will be returned to the recommender.

## RIGHT OF ACCESS DECISION

- I wish to have access to recommendations entered into my credential file and I will notify each recommender of this decision. I understand I *will* be able to view the contents of my file at any time
- I choose not to have access to recommendations entered into my credential file and I will notify each recommender to this decision. I understand I *will not* be able to view the contents of my file or receive them in any format.

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Royal ID Number)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Graduation Date)