

**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 with request and make check payable to SUNY Cortland.  
The Credentials Office cannot accept credit or debit cards.*

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PLEASE TYPE OR PRINT BLOCK LETTERS.

Today's Date \_\_\_\_\_

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<i>Last Name</i>	<i>First Name</i>	<i>Middle/Maiden Name</i>	<i>SSN # or Cortland ID #</i>
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<i>Your Street Address</i>	<i>City</i>	<i>State &amp; Zip</i>	<i>Phone Number</i>
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<i>Degree/Major</i>	<i>Graduation Year</i>
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*\*Please indicate school district/university if applicable\**

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

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