Reference File Request Form

Copies of Reference Files are sent to an employer or graduate school at the request of the student, alumnus, or by the prospective employer. **Please print, complete, and mail the request form to:** Career Planning, 107 Crumb Library, SUNY Potsdam, NY 13676. There is no longer a fee for this service.

Student/Alumnus

Name:_____

Street:_____City:_____ State:_____ Zip:_____

Email:_____Telephone #:_____ Grad Year_____

Send Reference File to:

(1)

Name:_____ Title:_____

Organization/School name:_____

Street:_____City:_____State:_____Zip:_____

☐ Request to mail or ☐ Fax: (_____)

Special Requests/Instructions to Career Planning:

_____

_____

Send Reference File to:

(2)

Name:_____ Title:_____

Organization/School name:_____

Street:_____City:_____State:_____Zip:_____

☐ Request to mail or ☐ Fax: (_____)

Special Requests/Instructions to Career Planning:

_____

_____

Send Reference File to:

(3)

Name:_____

Organization/School name:_____

Street:_____City:_____State:_____Zip:_____

☐ Request to mail or ☐ Fax (_____)

Special Requests/Instructions to Career Planning:

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