



## REFERENCE FILE RELEASE

Career Services  
107 Crumb  
SUNY Potsdam  
315 267-2507

Name (print) \_\_\_\_\_ P# \_\_\_\_\_

Bachelor's Degree from Potsdam (will be) (was) completed: Month \_\_\_\_\_ Year \_\_\_\_\_

Master's Degree from Potsdam (will be) (was) completed: Month \_\_\_\_\_ Year \_\_\_\_\_

**Read all paragraphs before signing**

### FILE CONTENTS

- The file should contain a maximum of 10 pages from faculty, sponsor teachers, employers, and campus activities advisors (3 to 5 reference letters are usually sufficient).
- Transcripts and resumes **are not included** in your Reference File at Career Services.

### YOUR ACCESS TO THE FILE

- You can examine your file (with the exception of confidential references).
- Provide written instruction to us to withhold from sending any reference in your file.
- You cannot remove any part of your file, but we will destroy any references upon your written request.

### COPIES OF REFERENCES

- Reference letters are emailed or faxed, when requested by you, to prospective employers, or graduate schools.
- You may want to request an individual copy of your non-confidential letters from the writer.

### REFERENCE FILE RETENTION

- We will maintain your file for 6 years from your graduation date, after which your file will be deleted.
- You may request a personal copy via e-mail of your non-confidential letters at any time until then.

### FILE RELEASE

- Signing this form gives us permission to email your references when a request is made by representatives of organizations involved with your future employment or further education.

I hereby authorize Career Services, SUNY Potsdam, to release reference letters that I establish with them. I understand that such letters will be released only upon request by me or representatives of organizations involved with my future employment or further education.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date