

Reference File Request Form

Copies of Reference Files are emailed or faxed to an employer or graduate school at the request of the student, alumnus, or by the prospective employer. **Please print, complete, and save as “lastname-firstname-gradyear-RefFileReq.pdf and email the request form to: career@potsdam.edu.**

Student/Alumnus

Name: _____
Street: _____ City: _____ State: _____ Zip: _____
Email: _____ Telephone: _____ Grad yr: _____

Send Reference File to:

(1)
Name: _____ Title: _____
Organization/School Name: _____
Street: _____ City: _____ State: _____ Zip: _____
Request to: ☐ Email _____ or ☐ Fax: _____
Special Requests/Instructions to Career Services:

(2)
Name: _____ Title: _____
Organization/School Name: _____
Street: _____ City: _____ State: _____ Zip: _____
Request to: ☐ Email _____ or ☐ Fax: _____
Special Requests/Instructions to Career Services:

(3)
Name: _____ Title: _____
Organization/School Name: _____
Street: _____ City: _____ State: _____ Zip: _____
Request to: ☐ Email _____ or ☐ Fax: _____
Special Requests/Instructions to Career Services:

