



Request for Original Non-Confidential Documents in Credential File

Date: _____ (Must be received in our office prior to April 30, 2013)

Name of Credential File Holder: _____

I hereby request the original letters of reference and all information in my Credential File.

☐ I will pick up my file after I am notified it has been retrieved.

Email for notification _____@_____

☐ Please mail to the following address:

Name _____

Street Address _____

City _____

State _____

Zip _____

I understand that original Credential Files that are picked up by or mailed to the Credential File Holder are no longer the property of, or accessible through, Career Advising. I also understand that I may now set up and self-manage an online Career Portfolio via the College Central Network system or at another online source of my choosing.

Signature of Credential File Holder _____

Return signed form to:

Mail: Northeastern Illinois University, Career Advising, 5500 North St. Louis Avenue, Chicago IL 60625

Email: career-services@neiu.edu (sign and scan first)

Fax: (773) 442-4690