

CAREER SERVICES

The University of Southern Mississippi ♦ 118 College Drive # 5014 ♦ Hattiesburg, MS 39406-0001
Phone: (601) 266-4153 ♦ Fax: (601) 266-4160 ♦ E-mail: cpp@usm.edu ♦ Web site: www.usm.edu/cs

Please be advised – As of July 1, 2007 Southern Miss Career Services will refer all students and alumni who create an Eagle Employment account and request credential file management to Interfolio (<http://www.interfolio.com>).

If you created an Eagle Employment account prior to July 1, 2007 Career Services will keep your letters of recommendation on file for five (5) years and will fulfill requests to send this information to potential employers until July 1, 2012. On this date all letters of recommendation on file in Career Services will be shredded.

Letters of recommendation currently on file with Career Services can be transferred to an Interfolio account. Please contact our office if you have any questions or for more information.

Credential/Recommendation File Policies (for those registered before July 1, 2007)

- 1) To protect your academic records, credential mailing requests are not accepted by phone. All requests must be made in writing or by e-mail.
- 2) Credential files will be mailed or faxed within 2 business days from when the request is received in our office.
- 3) Copies of reference letters will not be provided to students/alumni.
- 4) The first five mailings of your credential file are complimentary. There is a \$2 charge for each additional request.
- 5) Each request must have the complete mailing address for the company/school receiving the file.
- 6) Each request must include a list of specific letters and additional information to be sent with the file. All items listed must be in the file or turned in with the mailing request. It is your responsibility to ensure that all materials have been received by Career Services.
- 7) Transcripts will not be mailed separately. Requests to mail only transcripts must be sent to the Registrar's office (<http://www.usm.edu/registrar/forms/index.html>).
- 8) Career Services is not able to fax transcripts to an employer.
- 9) Requests to fax credential files (excluding transcripts) are not included in the complimentary mailings. There is a \$2 charge per request, up to 10 pages, to fax files in the local area. To fax credentials elsewhere in the United States, there is a \$3 charge per request, up to 10 pages. To fax credential files overseas, there is a \$10 charge per request, up to 10 pages.
- 10) A cover letter will be mailed with a credential file only if it includes the name and address for a specific individual at the company. General or blanket cover letters will not be accepted.
- 11) Copies of writing samples must be provided. Career Services will only copy reference letters, resumes, and teaching certifications as necessary.
- 12) There is a limit of 10 files per person that can be mailed in one day.
- 13) All fees associated with credential file mailings must be paid in full within 30 days. Credential file mailings will not be processed for outstanding balances beyond 30 days.
- 14) Letters in an "inactive" file will not be mailed. Student/alumni Career Services files are coded "inactive" for one of the following reasons: student/alumni request, file has not been updated in six months, mail, email, and/or phone number listed in the file is incorrect. Files will remain inactive for five-years and will be destroyed at the end of this time limit if no activity or contact has occurred or been maintained with Career Services.
- 15) Credential files may not be used as part of a graduate school application. These files are reserved for co-op and full-time job applications only.

CREDENTIAL MAILING REQUEST FORM

Today's Date: _____ Received By: _____

Applicant's Name, Printed: _____ Student ID #: _____

Applicant's Signature: _____

Mailing Address: _____

 City State Zip
 Phone: _____ E-mail Address: _____

**By submitting this form you understand and agree to the
 Credential/Recommendation File Policies as outlined on the back page.**

Mail To (please PRINT)	Contents to Include (please PRINT) ☞ Must be supplied by applicant
Contact:: _____ Title/Dept.: _____ Company/School: _____ Address: _____ _____ City State Zip Fax# (only if faxing letters): _____	☞ Official USM Transcript _____ Resume/Vita _____ ☞ Cover Letter _____ ☞ Other _____ _____ Letter(s) to be sent (if you want all references sent, print "All") _____ _____ _____

Mail To (please PRINT)	Contents to Include (please PRINT) ☞ Must be supplied by applicant
Contact:: _____ Title/Dept.: _____ Company/School: _____ Address: _____ _____ City State Zip Fax# (only if faxing letters): _____	☞ Official USM Transcript _____ Resume/Vita _____ ☞ Cover Letter _____ ☞ Other _____ _____ Letter(s) to be sent (if you want all references sent, print "All") _____ _____ _____

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Contact:: _____ Title/Dept.: _____ Company/School: _____ Address: _____ _____ City State Zip Fax# (only if faxing letters): _____	☞ Official USM Transcript _____ Resume/Vita _____ ☞ Cover Letter _____ ☞ Other _____ _____ Letter(s) to be sent (if you want all references sent, print "All") _____ _____ _____

↓ FOR OFFICE USE ONLY ↓

Amount Due: _____ Paid: _____ Balance: _____
 Date Mailed: _____ Staff: _____ # Mailed: _____ Confirm: _____