

# Credential Service Information



Credentials Department  
University of Denver  
Career Center  
2050 E. Evans Ave. #30  
Denver, CO 80208-2150

Telephone: (303)871-3514  
Email: [tstackol@du.edu](mailto:tstackol@du.edu)

**TO ESTABLISH A FILE:** There is a \$25 fee to establish a credential file. Please make checks payable to the University of Denver. This fee holds your file active for one year or ten mailings, whichever occurs first. If you should have more than ten mailings within this one-year period, please send an additional \$25 along with your next request. Your credential file contains a copy of your data sheet and your reference letters. The references are mailed out under an official University of Denver cover. It is recommended that you TYPE your data sheet.

**TO REQUEST CREDENTIAL MAILINGS:** All requests for credential mailings must be in writing and contain the date of the request, your signature and complete names, addresses and ZIP codes of where you want your file sent. If you do not indicate which specific references to send, we send the six most recent letters in your file. Credential packets are sent within three working days of receipt of your request. We encourage you to make requests by email to: [tstackol@du.edu](mailto:tstackol@du.edu), or FAX to: (303)871-4335 or by writing to the address listed above. Note: Requests cannot be accepted by phone.

**FAX SERVICE:** If you request that we fax your letters, it will count as two mailings.

**CONFIDENTIAL/OPEN FILE:** Under law, you may establish either a confidential or open file. If you elect to establish a confidential file, you must sign each request form which waives your right to see the reference. Open files have references which are not confidential. You may not have a combination file. If there is just one confidential reference in a file, then the whole file is considered to be confidential. Should you elect a confidential file and later change your mind, you will need to begin with new materials to establish an open file.

**TRANSCRIPTS/RESUMES:** The University of Denver Credential service does not include the mailing of transcripts, resumes or curriculum vitas. Transcripts can be obtained from the Transcript desk at the Office of the Registrar at: (303)871-2284 or from the Recorded Transcript Information number at (303)871-3159.

## **CREDENTIAL FACTS:**

The Buckley Amendment (1974) states that an institution may not release information of a personally identifiable nature about a student to third parties without the student's written consent. In addition it guarantees a student the right to review his or her credential file unless the student has waived, in writing, the access to his or her file.

The Buckley Amendment also states that an active credential file must be retained. Once a file is no longer active, the school can set a retention policy. The University of Denver will consider a credential file inactive if it has not been used within five years. If the file remains inactive for an additional five years, it is in danger of being destroyed. Be sure to keep track of the status of your file!

DU Career Center  
2050 E. Evans Ave. Suite 30  
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THE FOLLOWING INFORMATION IS BASED ON A SURVEY CONDUCTED BY THE COLLEGIATE CAREER SERVICES ASSOCIATION. THE DATA WAS COMPILED FROM 42 SCHOOL DISTRICTS WITHIN COLORADO, TEXAS, NEW MEXICO, CALIFORNIA AND OTHER STATES WITHIN THE WESTERN REGION.

44% of the surveyed schools prefer letters of recommendation be sent by a university/college. 56% stated they had no preference.

Of those surveyed, 57% stated they either had no preference or felt an open file was more useful to them.

It is important to keep letters of recommendation updated and current. The following information is taken directly from the above-mentioned survey:

How useful letters of recommendation that are:

1-3 years old	100% useful	N/A not useful
4-6 years old	41% useful	59% not useful
7-9 years old	12% useful	88% not useful
10+ years old	6% useful	94% not useful