

Opening a Credential File



Thank you for your interest in opening a placement file at the University of Denver.
The necessary forms to open a file are:

Data Sheet
Reference Forms

Copies of the above may be found and downloaded from our website at:
<http://www.du.edu/career/alumni.html> and by scrolling down to the Credentials section.

The Credential Record Card, which will be mailed to you upon opening your file, becomes a permanent part of your file and should be completed and returned to us at your earliest convenience. Please include a check for \$25 made payable to the University of Denver. This \$25 fee will cover ten mailings or one year, whichever occurs first. If you have more than ten mailings within this one year period, please send an additional \$25 along with your request.

Your file contains a copy of your Data Sheet and your reference letters. The letters are sent out under an official University of Denver cover. The Data Sheet is also included so the recipient has your contact information in addition to your letters. You may keep as many reference letters in your file as you wish, however, unless you specify which letters you would like this office to mail, our policy is to send the most recent six (by date of signature).

Since all requests for mailing credentials must be in writing and dated, we encourage you to E-mail your requests to tstackol@du.edu or fax to (303)871-4335 ATTN: Credentials.

Note: Requests cannot be accepted by phone.

Please contact the Credentials Department at (303)871-3514 if you should have any questions.

Thank you and we look forward to being of service to you.

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

Telephone: (303) 871-3514

E-mail: tstackol@du.edu