

CAREER SERVICES
MANHATTAN COLLEGE
4513 Manhattan College Parkway
Riverdale, New York 10471

Initiated _____
By _____
Files sent:
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11 12 13 14 15

REGISTRATION AND CONDITIONS
to establish a
CREDENTIALS FILE
(See conditions and directions on reverse side)

PLEASE TYPE:

Name _____ Date _____
Last First Initial

Current Address _____ Local Tel: ____/____
Street City Zip

Permanent Address _____ Home Tel: ____/____

Social Security Number

Date of Birth

MANHATTAN COLLEGE ATTENDANCE

Undergraduate School _____	Graduate School _____
Dept./ Major _____	Dept./ Major _____
Date of Graduation _____	Date of Graduation _____

ITEM	RECEIVED (Date / by)	MODIFIED/REPLACED (Date / by)	REMOVED (Date / by)
Résumé / Vita	_____/____	_____/____	_____/____
Reference 1	_____/____	_____/____	_____/____
Reference 2	_____/____	_____/____	_____/____
Reference 3	_____/____	_____/____	_____/____
Reference 4	_____/____	_____/____	_____/____
Reference 5	_____/____	_____/____	_____/____
Reference 6	_____/____	_____/____	_____/____

CONDITIONS

1. Acceptance of this Application for Registration and receipt of the Registrant's credentials by the Career Services Office constitutes a request by the Registrant to have his application placed on an active status and authorizes the Career Services Office to (1) forward such credentials received to prospective employers or to graduate schools who have been contacted previously and as a result have requested such credentials, and (2) to send the credentials to prospective employers where there has been no prior contact by the Registrant if, in the opinion of the Career Services Office, it may be to the Registrant's advantage to do so.
2. It is understood that two types of credentials may be included in the Registrant's Credentials File, each of which would be submitted to prospective employers or graduate schools.

They are: A) Those completed and submitted by the Registrant.
 B) References submitted by individuals at the request of the Registrant.

3. Credentials and other documents which comprise the Credentials File are collected and presented for the purpose of assisting Registrants in securing employment and acceptance to graduate school. The Career Services Office assumes no responsibility for the accuracy or the contents of the credentials or other documents in the Registrant's file, nor any responsibility for any unauthorized use of them by other persons.
4. Seniors and graduate students who wish to establish a Credentials File may do so by filling the proper forms with the Career Services Office. This will provide coverage for the Registrant for the duration of that Placement year and the one following graduation (each Placement year ends on August 31st). Once this period is terminated each folder is placed in the inactive file. At any time in the next 10 years an alumni who wishes to use the services may have their folder transferred from inactive to active status by paying a fee. New letters of recommendation may be added to their folder (up to six) at any time without charge. No more than six references letters will be sent, usually the most recent.

I agree to the foregoing and certify that the information in this application and in any other forms or documents I complete in support of my Credentials File are true and correct.

Applicant's Signature _____ Date _____

DIRECTIONS

This application form is required of all seniors, graduate students, and alumni who wish to establish a Credentials File with the Career Services Office. The requirements necessary for registration are senior, graduate or alumni status.

Complete the entire application form by typing/printing. Bring in or send to the Career Services Office this **COMPLETED APPLICATION** with a current copy of **YOUR RÉSUMÉ**. Upon receipt of these your **REGISTRATION WILL BE COMPLETE**. Please note that your **FILE IS NOT ACTIVE** until at **LEAST THREE REFERENCE LETTERS** are on file.

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AT SOME TIME DURING THE YEAR AN INTERVIEW WITH
THE PROFESSIONAL STAFF IN THE CAREER SERVICES
OFFICE IS DESIRABLE. ARRANGEMENTS MAY BE MADE
WITH OUR RECEPTIONIST BY CALLING (718) 862 - 7224