

REFERENCE FILE INFORMATION FOR STUDENTS & ALUMNAE/I

- 1) To set up a reference file, obtain reference materials from the Office of Career Development (CDO). These materials include recommendation forms, return envelopes, and a registration form which must be signed and returned before you file is opened.
- 2) It is your responsibility to contact the writers and have the letters of recommendation sent directly **by them** to the Office of Career Development for your file. When requesting recommendations you must also decide whether to waive your rights to see the letters of recommendation, which you do by signing the appropriate line on each recommendation form. Once you have waived your rights to see a letter, it will **not** be released directly to you under any circumstances nor can we summarize its contents. Recommendations to be included with graduate school applications will only be released to the candidate in official envelopes provided by the graduate program. Otherwise they will be sent directly to the school to which the candidate is applying.
- 3) It is your responsibility to insure that all materials in the file are accurate, complete and up-to-date. You may find out if letters have arrived by phoning, writing, or e-mailing the Career Development Office, Box 7, Vassar College, 124 Raymond Avenue, Poughkeepsie, NY 12604-0007, (845) 437-5285, cdo@vassar.edu
- 4) If you wish to update your file, the Career Development Office will be happy to provide you with the appropriate forms. In our experience, letters of recommendation that are older than five (5) years are perceived by graduate schools or organizations as less relevant than more recent letters.
- 5) All requests for references must be made in writing, by e-mail, or by FAX to (845) 437-7257 and signed by either you, an employer, or an appropriate college official. **TELEPHONE REQUESTS CANNOT BE HONORED.**

Undergraduates and alumnae/i are charged \$3.00 for **EACH** mailing request. Payment (payable to Vassar College) must accompany your request.

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- 6) References will only be released directly to employers with your written consent. If you wish, you may sign the general consent on the back of the registration form.
- 7) You must allow 5 working days from the time we receive your written request until the file is mailed out. Your request can be handled more quickly if you supply us with pre-addressed envelopes. Please include your name in college and class. **PLEASE BE AWARE OF DEADLINES. WE DO NOT SEND MAIL BY SPECIAL DELIVERY OR OVERNIGHT MAIL. WE WILL NOT READ LETTERS OVER THE PHONE.**
- 8) The request must state whether the entire file is to be sent or only specific letters of recommendation. A complete address of the party to whom the recommendations are to be sent must also appear.
- 9) **TRANSCRIPTS ARE NOT INCLUDED IN A REFERENCE FILE.** Transcripts must be obtained through the Registrar's Office, Box 11, Vassar College, 124 Raymond Avenue, Poughkeepsie, NY 12604-0011, (845) 437-5270; FAX (845) 437-7060. There are no fees for transcripts - all requests must be made in writing directly to the Registrar's Office.

7/23/2001