



CAREER SERVICES
UMassAmherst

University of Massachusetts Amherst
CREDENTIALS OFFICE • REQUEST FORM
Phone: (413)545-2224

INSTRUCTIONS:

1. Type or print clearly; information will be provided exactly as provided by you.
2. Attach additional pages or use the reverse side of this form if necessary.
3. The University will not be held responsible for loss of credentials due to insufficient/illegible address.
4. You are responsible for making sure your file is in order at the time of your request.
5. The charge for mailing credentials is \$2.00 for those with (or working on) a Bachelor's Degree, and \$3.00 for those with (or working on) an advanced degree and is payable at the time your request is submitted.
6. REQUESTS WILL BE PROCESSED IN THE ORDER THEY ARE RECEIVED.

NAME <small>(last) (first) (middle/initial)</small>			
ADDRESS	TELEPHONE	GRAD YEAR	
	EMAIL ADDRESS	DEGREE	

Print exact name and address to which your file is to be sent.

NAME		
ORGANIZATION		
STREET		
CITY	STATE	ZIP

Items to be included in this request (i.e. specific letters, transcripts, etc)

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signature

date

