



CAREER SERVICES OFFICE
COLLEGE OF COMPUTING & INFORMATICS
3141 CHESTNUT STREET
PHILADELPHIA, PA 19104-2875

A permanent folder of references has been accepted as a valid and desirable means of helping people secure employment. Upon request of the employer or applicant (student/alumna/us) the contents of a folder are sent in support of a job application. References from faculty and/or employers are the ONLY items kept in the folder: resumes and transcripts are NOT kept in the folder. Should a prospective employer desire a university transcript, the student/alumna/us must contact the Office of Student Information and Records directly. Folders are retained for a five-year period and may be discarded if no new references have been added, unless the alumna/us requests that it be retained. Forms are available in the Career Services Office. The responsibility for establishing and updating a folder of reference rests with the student/ alumna/us.

REFERENCE RELEASE FORM

I give permission to the Career Services Office of the College of Computing & Informatics to release my reference folder whenever a prospective employer requests the file or whenever I ask that a copy be sent to a prospective employer.

Signature

Date

Name (PLEASE PRINT)

Date of Graduation