



State University of New York

CONFIDENTIAL REFERENCE LETTER WAIVER

Career Development Center Binghamton University PO Box 6000 Binghamton, NY 13902-6000 http://cdc.Binghamton.edu Phone: 607-777-2400 Fax: 607-777-4333

THIS SECTION TO BE COMPLETED BY THE CANDIDATE

Candidate's Waiver of Right of Access to Confidential Reference Letter

Candidate's Name (please print legibly) (last 4 digits of your social security number)

WAIVER OF ACCESS: The Family Educational and Privacy Act of 1974, Public Law 93-380, permits the individual requesting this letter of reference to sign a waiver relinquishing their right to inspect this letter in order that it be kept confidential. Signature below constitutes such a waiver.

Candidate's Signature Today's Date

CANDIDATES AND RECOMMENDERS

Please read these instructions before completing this form.

To the Candidate:

You must establish a credentials file with the Career Development Center before submitting letters of reference. Use this form only if the reference letter is to be confidential.

- 1. Type or print your name above.
2. Sign and date the waiver of your right of access to this letter. Letters received by the Career Development Center without signed waiver will not be considered confidential.
3. Ask the author to send the letter directly to the Career Development Center. To ensure the integrity of documents, the Career Development Center will not accept letters submitted by the candidate.
4. Check periodically with the credentials coordinator in the Career Development Center to determine that letters have been received.
5. Letters submitted to your credentials file become the property of the Career Development Center.

To the Recommender:

Your willingness to write a letter of reference for a Binghamton University candidate is appreciated. The letter you prepare will be kept on file in the Career Development Center. A copy of your letter may be forwarded upon the candidate's written authorization to: prospective employers, employment agencies, internships, graduate/professional schools, or to the Binghamton University Office of the Pre-Law Advisor for preparation of a Dean's Letter.

- 1. Please complete all information in Recommender's section below.
2. Please attach this form to your letter only if the Candidate's Waiver of Right of Access above is signed. Forms received without the candidate's signature will not be considered confidential.
3. Please type the reference letter on letterhead, sign and attach to this form. Letters received without this form will not be considered confidential.
4. Unsigned letters will be returned for your signature.
5. Please be advised that some U.S. states have "Right to Know" laws which may provide candidates with access to confidential letters of reference. Once credentials leave the Career Development Center, confidentiality of letters may be affected by these regulations.
6. Mail the original of this completed form with your letter to: Career Development Center, Binghamton University, PO Box 6000, Binghamton, NY 13902-6000.
7. We urge you to make a copy of this recommendation for your files.

THIS SECTION TO BE COMPLETED BY THE RECOMMENDER

Name (please print legibly) Title

Organization/Department Email/Telephone

Address

Recommender's Signature Date