



State University of New York

Career Development Center

**PO Box 6000
Binghamton, New York 13902-6000
607-777-2400**

TO: Graduate/Professional School Admissions Committee
FROM: Credentials Coordinator, Career Development Center
RE: Reference Letters in Support of Admissions Application

The Career Development Center at Binghamton University offers its students and alumni a credentials service. Each year many students use the reference letters in their credentials file to support their applications to graduate and professional schools.

We recognize that some graduate and professional schools use a self-assembly approach to the application process. Applicants are asked by these institutions to collect all of the necessary items including references and then submit them in a single envelope.

Please be advised that the Binghamton University Career Development Center does not release confidential references into the hands of the applicant under any circumstances. Students using their credentials file to support their application are advised to assemble and forward all materials except the references in their credentials file. These reference letters will be assembled and mailed directly from the Career Development Center to the graduate/professional school admissions application committee. It is our feeling that this allows us to preserve the confidential nature of these reference letters. Your cooperation and understanding in this matter is appreciated.