

CREDENTIALS POLICIES AND PROCEDURES

Under the provisions of the Family Educational Rights and Privacy Act of 1974, students and graduates have the right of access to letters of recommendation written after January 1, 1975, unless a waiver has been signed designating the recommendation CONFIDENTIAL.

A. Types of Materials Contained in a Credentials File

1. Letters of Recommendation only. No resumes or transcripts.

B. Fees

1. As of October 1, 1998, the fee will be \$5.00 per set. For credentials sent outside the Continental U.S., a fee of \$7.00 per set will be charged. Five sets will be sent free of charge up to 30 days after graduation.

C. Procedures

1. Student must register to start a file. That form is downloadable at:
2. Request by students and alumni (ae) to forward their letters of recommendation cannot be accepted by telephone, fax or email. They must be requested in writing. **Payment for each set must accompany the written request.** All contents of the file will be sent unless instruction is given otherwise. A credential release of information form is available at:
3. The accuracy of address information is the responsibility of the student and alumni(ae) requesting our service.
4. Please include your date of graduation, degree received, name while enrolled at Tufts University, social security number or student ID number and phone number.
5. Contents of non-confidential credentials file may be checked upon request.
6. Please allow four working days for credentials to be sent.

D. Obtaining Letters of Recommendation

1. Never assume that an individual will write you a letter, rather ask if the potential reference is willing to write a recommendation letter for you. The recommendation form is downloadable at:
2. Always discuss future plans with reference writers and give deadlines for letters to be sent to Administrative Support.
3. Provide writer with stamped, addressed envelope for their convenience.
4. Collect current letters of recommendation from deans, faculty, present or past employers.
5. Suggest maximum of six letters. Three or four letters usually required for teaching or administrative positions. Only two or three letters usually requested for graduate school applications, and graduate schools usually supply their own recommendation forms to be completed.
6. NEW - Please note recommendations are kept for 10 years after graduation. After that date, if you do not have an active file your recommendations will be destroyed in accordance with University procedures for disposal of student records.

Tufts University
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