



**NOTE: Candidate and Writer**

A letter will be considered “open” if any of the following criteria exist:

1. Letter is not accompanied by the reference form,
2. Reference form is not signed by the candidate, or
3. Open or Closed option is not checked.

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## Directions for Reference Writers

This candidate is establishing or updating credentials with ESU Career Services and would like for you to be a reference writer.

- Please write (print or type) your estimate of the professional qualifications of this individual. Write your letter directly on the form or attach the form to your letter and send it directly to Career Services at the address below.
- Due to the provisions of The Family Educational Rights and Privacy Act of 1974(FERPA), we recommend that you address professional, factually observed performance and competencies.
- Please remember to **add your signature**. We cannot use a letter that does not have your signature and it will be returned to you.

**To print directly on the form, set your margins as follows:  
Top - 4.0, Bottom - 0.5, Right and Left - 0.5**

Mail your completed letter to:  
*Emporia State University  
Career Services Campus Box 4014  
1200 Commercial  
Emporia, KS 66801-5087*



CAREER SERVICES  
CREDENTIAL FILE REFERENCE REQUEST

THE REFERENCE WRITER MUST SIGN & COMPLETE THIS SECTION:

Signature \_\_\_\_\_  
Name (Type or Print) \_\_\_\_\_  
Position \_\_\_\_\_  
Organization \_\_\_\_\_  
City, State \_\_\_\_\_  
Date \_\_\_\_\_ Telephone \_\_\_\_\_  
e-mail address \_\_\_\_\_

Name of Candidate: \_\_\_\_\_

Major: \_\_\_\_\_

**THE CANDIDATE SHOULD COMPLETE THIS BOX BEFORE GIVING THIS FORM TO THE REFERENCE WRITER. IF THIS BOX IS NOT COMPLETED OR THIS FORM DOES NOT ACCOMPANY LETTER, THE CANDIDATE WILL RETAIN THE RIGHT TO REVIEW THIS REFERENCE (OPEN FILE).**

**(Check One)**

\_\_\_\_\_ I retain the right to review this reference. (Open/Non-Confidential)

\_\_\_\_\_ I waive the right to review this reference. (Closed/Confidential)

(I understand that the decision to waive the right to review this reference is irreversible.)

\_\_\_\_\_  
Signature of Candidate Date