

DESCRIPTION OF RECOMMENDATIONS / CREDENTIALS SERVICE

Career Services offers students the option to establish a file for letters of recommendation. These recommendations can be used for graduate and professional school applications, job searching, fellowship application, or any other purpose the student defines. Students specify whether the letters are confidential or non-confidential before you write them. These letters are permanently stored by Career Services, and are available to be sent on short notice.

Although some faculty members prefer to write an individual letter for each request from a student, our Credentials Service enables you, if you choose, to write only one letter for a particular student, and not have to write multiple letters, regardless of the number of applications the student might submit.

Career Services provides forms on which you may write your letters. These forms enable us to verify the letter. You may write your letter on the Credentials form, or on attached letterhead stationery.

For complete information on the Credentials Service, or to download the credentials form, go to: <<http://www.vpul.upenn.edu/careerservices/credentials/credentialsmenu.html>>.

