

Registration fee: \$15

Extension fee: \$5



MĀNOA CAREER CENTER

UNIVERSITY OF HAWAI'I AT MĀNOA

2600 Campus Road ♦ Queen Lili'uokalani Center for Student Services 212 ♦ Honolulu, HI 96822-2205

Phone: (808) 956-7007

CREDENTIAL FILE REGISTRATION & AUTHORIZATION FORM

NAME: _____ **UH ID:** _____
Last First M.I.

CURRENT ADDRESS: _____ **PHONE:** _____
_____ **CELL/PGR:** _____

PERMANENT ADDRESS: _____ **EMAIL:** _____

EDUCATION (completed or working toward):

	Bachelor's	Master's	Doctorate	Colleges/Universities you attended
Degree	_____	_____	_____	_____
Major	_____	_____	_____	_____
Month/Year	_____	_____	_____	_____
Institution	_____	_____	_____	_____

TYPE OF FILE: Read the Credential File Guide and mark which type of file you are requesting to establish.

- CONFIDENTIAL FILE** (can hold *both* confidential & open letters).
- OPEN FILE** (can hold *only* open letters).

AUTHORIZATION TO RELEASE CREDENTIALS

I, the undersigned, have read, understand, and will abide by the Mānoa Career Center's policy and procedures concerning credential files and authorize the Mānoa Career Center, a department of the University of Hawai'i at Mānoa, to release to employers or other institutions copies of letters and documents of evaluation and recommendation that have been filed on my behalf.

Signature of Student or Alumnus

Date

WAIVER OF ACCESS FOR CONFIDENTIAL LETTERS

If you wish to have *confidential letters* included in your file, you must sign the following Waiver of Access statement.

In accordance with Section 438 of the General Education Provisions Act (Title IV, P.L. 90-247, as amended), I hereby waive my "right of access" to confidential letters and documents now held and hereafter submitted to the Mānoa Career Center, University of Hawai'i at Mānoa, on my behalf.

I understand that the yielding of this "right of access" is a voluntary act on my part and that I will not be permitted to view or otherwise obtain the information contained in any confidential letters and statements or recommendation submitted on my behalf and further that ANY CONFIDENTIAL LETTERS OF REFERENCE OR RECOMMENDATIONS SUBMITTED ON MY BEHALF FOR INCLUSION IN MY FILES MUST BE SENT OR DELIVERED *DIRECTLY* TO THE MĀNOA CAREER CENTER.

Signature of Student or Alumnus

Date