



CENTER FOR CAREER DEVELOPMENT & STUDENT EMPLOYMENT
UNIVERSITY OF HAWAI'I AT MANOA
2600 Campus Road ♦ Queen Lili'uokalani Center for Student Services 212 ♦ Honolulu, HI 96822-2205
Phone: (808) 956-7007

Attachment 1

INSTRUCTIONS FOR AUTHORS OF CREDENTIAL LETTERS

RE: _____
Name of Student/Alumnus

The individual noted above has registered with the Career Development & Student Employment office for credential file services and is requesting the following type of letter:

- ☐ **Confidential:** The individual has provided a signed "Waiver of Access." Therefore, letters submitted for this file will be kept confidential. Career Development & Student Employment will accept confidential letters only if they come directly from the author. If you intend the letter to be kept confidential, send your letter with an **original signature & date** directly to our office: **DO NOT** have the individual deliver the letter.
- ☐ **Open:** The individual is requesting an "open" letter with an **original signature & date** be sent to our office. Therefore, your letter must include a clear statement indicating your intent to allow the subject access to the letter. A sample statement, preferably as the last paragraph before your signature, could read:

"The undersigned authorizes (Name of student/alumnus) access to this document and further authorizes the University of Hawai'i at Manoa Career Development & Student Employment office to make it available to him/her upon request."

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