



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

Attachment 1

INSTRUCTIONS FOR AUTHORS OF CREDENTIAL LETTERS

RE: _____
Name of Student/Alumnus

The individual noted above has registered with the Mānoa Career Center 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. The Mānoa Career Center 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 Mānoa Career Center to make it available to him/her upon request."

-----cut here-----



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

Attachment 1

INSTRUCTIONS FOR AUTHORS OF CREDENTIAL LETTERS

RE: _____
Name of Student/Alumnus

The individual noted above has registered with the Mānoa Career Center 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. The Mānoa Career Center 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 Mānoa Career Center to make it available to him/her upon request."