



University of Wisconsin-Stevens Point

Career Services Office

Stevens Point WI 54481-3897
715-346-3226; Fax 715-346-3724
E-mail: career@uwsp.edu
www.uwsp.edu/career

CREDENTIAL FILE CLOSURE

Please complete this form and return it to the Career Services Office along with a check for \$15.00. Upon receipt of this form and payment, the materials will be sent to you.

Name (Print): _____
Last First MI Maiden

Mailing Address: _____
Street Address/Apt. #

City State Zip

Daytime Telephone: () _____ Date of Birth: _____

Graduation/Certification Date/s _____ Student ID # (if known): _____

Major/s: _____

- I am requesting that original non-confidential materials in my file be returned to me at this time. This may include such things as resume, data sheets, letters of recommendation, and student teaching reports.
- I understand that all credential files will be destroyed after January 1, 2013. With my signature, I acknowledge that the Career Services Office is permanently closing my teaching credential file. No additional materials will be released for any reason. I am enclosing a \$15 payment to cover processing and postage.

Signature Date

Return form and \$15.00 fee (check made payable to UW-SP Career Services) to:

Career Services Office
2100 Main Street, Room #134 Old Main Bldg.
University of Wisconsin-Stevens Point
Stevens Point, WI 54481-3897

For office use only

Non-confidential original materials returned to candidate on: _____

_____ in person _____ by mail \$15 processing fee paid – Invoice # _____