



## Career & Internship Services

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Montana State University  
Bozeman, MT 59717  
406-994-4353 Telephone  
406-994-5488 Fax

# CREDENTIAL FILE AUTHORIZATION AND RELEASE FORM

The following release form must be signed and returned to Career & Internship Services before your credential file can be sent to potential employers. This form will not be sent to employers as part of your file, but maintained by MSU Career & Internship Services as a record of your agreement with our office.

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### Authorization Approval

- I hereby authorize Career & Internship Services to obtain, file and distribute information, which will be included in my Credential File. I understand that such information will be available only to legitimate employers and will remain the property of Montana State University.
- I further hereby authorize the release of my personal materials to firms, agencies and/or educational institutions for their perusal in consideration of my candidacy for a position with such organizations.
- Additionally, by signing this form, I acknowledge my understanding and give my authorization to Montana State University Career & Internship Services to destroy my Credential File once it has been set up for 20 years and not used in the past 10 years.
- I understand that it is the policy of Career & Internship Services to require payment in advance for the mailing of Credential Files and agree to pay at the time of making a mailing request.

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I authorize MSU Career & Internship Services to obtain **NON-CONFIDENTIAL** recommendations. I understand these recommendations will be available to prospective employers or graduate schools.

*I may view but not obtain copies of these recommendations.*

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*Signature*

*Date*