

## CREDENTIAL FILE CHECK LIST

Please be sure you have completed the following forms and return them to the Career, Internship & Student Employment Services office located in SUB 177. If you do not wish to drop off the forms in person, you may mail or email the forms to us.

You may mail the forms to:

Montana State University  
Career, Internship & Student Employment Services  
177 Strand Union Building  
Bozeman, MT 59717

or email the forms to: [credentialfile@montana.edu](mailto:credentialfile@montana.edu)

- Personal Data Form
- Summary of Collegiate Work
- Summary of Undergraduate Record
- Summary of Graduate Record - only if you have attended or are attending graduate school
- New Graduate Form
- Recommendation Form
  - On this form, be sure to check off which choice you would like:
  - 1. Career & Internship Services will send forms to the people you request
  - OR**
  - 2. Your references will mail their recommendations directly to Career & Internship Services
- Authorization and Release Form
- \$30.00 Payment (Cash, Check, MasterCard, Discover, Visa)
- Transcript