

Ithaca College  
**CAREER SERVICES**  
953 Danby Road, Ithaca, New York 14850-7114  
Phone: (607) 274-3365 Fax: (607) 274-1688 Email: careers@ithaca.edu

**Student/Alumni Credential Request Form**  
**Requests may take up to 3 business days to process.**

Name \_\_\_\_\_ Date \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Major \_\_\_\_\_ Year of Graduation \_\_\_\_\_

*Please send copies of my Credential File to the following:*

Name \_\_\_\_\_ Title \_\_\_\_\_

Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

Special Instructions \_\_\_\_\_

Upload files to \_\_\_\_\_ website Email address used \_\_\_\_\_

Signature \_\_\_\_\_

**(Required to process request)**

*Office use Only:*

STATS \_\_\_\_\_ Date Sent \_\_\_\_\_ Initials \_\_\_\_\_

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