

Career Services
Lewis University
One University Parkway, Unit 270
Romeoville, IL 60446
Phone: 815-836-5282 Fax: 815-838-4614
Email: careerservices@lewisu.edu

CREDENTIAL REQUEST FORM

Notes: 1) Before requesting credentials, confirm that your file is complete 2) Remember, do not send your credentials unless the employer asks for them. 3) We reserve the right to send out no more than 6 sets per week depending on the volume of requests

Please send my credential file to the following institution(s)/district(s):

Contact Person's Name/Title _____

Institution/District _____

Address _____
Street City State Zip

Special Instructions _____

Contact Person's Name/Title _____

Institution/District _____

Address _____
Street City State Zip

Special Instructions _____

Contact Person's Name/Title _____

Institution/District _____

Address _____
Street City State Zip

Special Instructions _____

Your Name _____ **Graduation Date** _____

Maiden Name _____

Signature _____ **Date** _____

Student ID# _____

Office Use Only
Date Sent _____ Num Files Sent _____ Total Files Sent To Date _____