Lewis University Career Services
Box 270, One University Parkway
Romeoville, IL 60446
815 838-5282 Fax: 815 838-4614

CREDENTIAL REQUEST FORM

INSTRUCTIONS: 1) Before requesting credentials check that all your reference letters have been received by Career Services. 2) 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 4) FEES FOR EACH REQUEST: First 10 are free; thereafter $3 per each set. REQUESTS WILL NOT BE PROCESSED UNTIL PAYMENT IS MADE.

Please Print

Name_____

Fee Enclosed? No_____ Yes_____Cash_____ Check_____ Check #_____

Signature_____Date_____

Contact Person's Name/Title _____

Name of Institution _____

Address_____
Street City State Zip

Special Instructions_____

Contact Person's Name/Title_____

Name of Institution_____

Address_____
Street City State Zip

Special Instructions_____

Contact Person's Name/Title_____

Name of Institution_____

Address_____
Street City State Zip

Special Instructions_____