

CAREER CENTER

MSU-Northern ☐ CH 213A ☐ P.O. Box 7751 ☐ Havre, MT 59501 ☐ henderson@msun.edu
406-265-3708 ☐ 1-800-662-6132 ext. 3708 ☐ 406-265-3790 (FAX)
Monday thru Friday 8:00am - 5:00pm

GUIDE TO ESTABLISHING A CREDENTIAL FILE

The Career Center provides a credential file service for students and graduates of MSU-Northern. A credential file contains academic and employment history and career-related references. The file is kept by the office and may be sent to potential employers or graduate schools upon request.

TO SET UP A FILE

Download the forms below:

- Credential File Guidelines
- Personal Data Sheet
- Academic Training Sheet
- Authorization Sheet

Once completed, your file will include:

- Personal Data Sheet (electronic)
- Academic Training Sheet (electronic)
- Authorization Sheet (signed, hardcopy)
- Recommendation Letters (hardcopy or .pdf)
(at least 3, but not more than 6)

→ → **Note: Resumes and transcripts are not included in the credential file.**

*The Career Center is able to access the information needed to complete your **Academic Training Sheet**. If you would like us to complete that form for you, please e-mail careers@msun.edu and we will compile the information and send you an electronic copy.

As soon as you complete your credential file forms, return them to the Career Center. Electronic forms may be emailed to careers@msun.edu. Signed and hardcopy forms should be mailed to MSU-N Career Center, PO Box 7751, Havre, MT 59501. We suggest that you have your completed forms reviewed by the Career Center.

FEES

There is an initial \$30.00 fee for establishing your credential file, which you need to pay once you have your file complete. This fee covers 10 sets of credentials sent free of charge. The cost of each subsequent file is \$5.00. If you under a deadline and need to have your credential file faxed, the cost is \$10.00 per file. You may pay by credit card or make your check payable to MSU-Northern.

APPLICATION PROCESS

Request your file to be sent when applying for a specific job. The credential file is sent by the Career Center and cannot be included with the application, cover letter, resume, or

transcript; they are sent by the individual.

→→ Make sure you know what the application requirements are. Most schools do not consider the application process complete until they have received your resume, cover letter, transcript, credential file or letters of recommendation, and possibly a district application. Unless an official transcript is requested, the transcript may be a xerox copy or an online copy obtained from MSUN webpage. Official transcripts can be obtained by writing the Registrar's Office at MSU-Northern, P.O. Box 7751, Havre, Montana 59501, or faxing the request to them at 406-265-3777. However, there is a \$3.00 fee which needs to be paid in advance. There is also an additional \$10 charge if you want it handled within 3 days.

RECOMMENDATIONS

Recommenders should use school or company letterhead. Ask for letters from student teaching supervisors, professors, administrators, former employers, etc., who can comment on your scholastic ability, personal qualifications, present success, or promise of success.

Check with the Career Center to make sure that your file is complete. We do not follow-up with the individuals whom you have asked to write letters of reference. A maximum of six letters of recommendation is allowed in your file. If you are updating your file and wish to add or remove letters from your file, you will have to decide which of the letters of recommendations are to be removed so that a maximum of six letters of recommendation is not exceeded. The Family Educational Rights & Privacy Act of 1974, does not allow us to make any judgments regarding letters of recommendation.

UPDATING YOUR FILE

To update your file, download the Personal Data Sheet & Academic Training Sheet and email the updated documents to careers@msun.edu. **We do not do any updating to your file.** Please keep us informed as to any change of address to keep your file current. Notify us of any recommendations you would like to be removed from your file and mail hard copies of current recommendation letters to MSU-N Career Center, PO Box 7751, Havre, MT 59501. Current letters of recommendation are a better representation of you. There is a \$15 charge for this service. You may pay by credit card or make your check payable to MSU-Northern. **Credential files that have not been used in 15 years will be destroyed.**