

Placement Credential Files

The Office of Career Services will maintain active credential files for students and alumni.

Students will pay a one-time fee of \$10.00 to activate their credential file for seven years.

This fee will be paid to the FSU Business Office.

The FSU Business Office will provide a paid receipt to be given to the Office of Career Services and the file will be activated.

The \$10.00 fee covers all mail requests for a 7 year period that the file is active.

Requests for credential files being sent to employers may be made in-person, via the phone, or in writing.

Request for credential files to be sent out will be limited to 20 request per month.

Credential files will be deactivated and destroyed after seven years unless the holder of the file reactivates it by paying the \$10 fee again, updates information in the file and continues placing updated information in the file.

File holders must contact this office regarding reactivating files. The Office of Career Services will not send mailings alerting file holders that the file is ready for deactivation.