Graduate Student Credentials Packets

Effective October 1, 2014

Dossier packets will consist of (in order):

- A personalized cover sheet printed on linen paper stock;
- A release form signed by you;
- Letters of recommendation;
- Academic transcripts, if you wish.

The department will prepare ten of the dossier packets for you, and mail them as you request, at our expense. If you need additional packets, you may order them in increments of ten, at a cost of ten dollars (one dollar each). The ten dollar fee will include the cost of preparing and mailing the packets. The packets should contain the same items.

Many institutions now accept submissions electronically. The department will upload the letters of recommendation to these systems or to email addresses. You can submit your requests to Delayne at any time during the week.

If you wish to have the department mail out credential materials for you, please sign the enclosed release form and return it to us with your curriculum vita so that a dossier can be prepared for you. You may also want to make sure that the letters of recommendation we have on file for you are current, or request new ones. Let us know the letters of recommendation that are to be included in your packet, and which academic transcripts, if any, you wish to have us include. You are responsible for supplying transcripts. Use the checklist to communicate your wishes to us.

Requests to have your dossier packet mailed will be taken only on Mondays. Please send all materials to Delayne Graham at the following, dkgraham@purdue.edu.