

Reference File Request Form

Cleveland Hall 306, 1300 Elmwood Avenue, Buffalo NY 14222
(716) 878-5811 - askcdc@buffalostate.edu

www.buffalostate.edu/offices/cdc

Name: _____ Today's Date: _____
Last First M.I. Maiden Name

Address: _____ Banner User ID: B _____
Street

_____ Email: _____
City State Zip Code Telephone #:

Major: _____ Date of Buffalo State BS/BA Degree _____
Month Year

X _____ Date of Buffalo State MS/MA Degree _____
Signature Month Year

MAILING REFERENCES: The fee for mailing your references is \$3.00 for each set mailed. Additional spaces on other side. Clear and complete address ensures receipt of references.

Name: _____ Send all references

Title: _____ Send only the following references:

Organization Name: _____

Address: _____

City State Zip _____

UPLOADING REFERENCES: The CDC will scan your references into electronic format and upload them directly into the **Western New York Regional Information Center (WNYRIC) School Application System** and/or the **Monroe 2-Orleans BOCES Online Web Recruitment System**. The initial cost of uploading your reference file to either one of these systems is \$20.00 each. The fee for initially uploading your references to both systems is \$30.00. Uploading allows access to all participating school districts using these systems. After an initial upload of your reference file, any new references to be scanned and uploaded will have a \$3.00 fee per upload/per system.

Please Check the Uploading Service Requested:

Western New York Regional Information Center School Application System (www.wnyric.org/application).

- Upload my reference file. Provide your 10 digit applicant ID number assigned to you by the system (found in the "General Information" section of the application). The fee for initially uploading your reference file is \$20.00.
Applicant ID#: _____

- I have already had my reference file uploaded and need to add new/additional references. The fee for uploading any additional references will be \$3.00 per upload. Applicant ID#: _____

Monroe 2-Orleans BOCES Online Web Recruitment System (<http://www.onlinewebrecruitment.org>).

- Upload my reference file. The fee for initially uploading your reference file is \$20.00. Provide the email address used in the system. EMAIL: _____

- I have already had my reference file uploaded and need to add new/additional references. The fee for uploading any additional references will be \$3.00 per upload. EMAIL: _____

Western New York Regional Information Center School Application System AND the Monroe 2-Orleans BOCES Online Web Recruitment System.

- I am applying to BOTH the WNYRIC AND Monroe 2-Orleans BOCES systems. Please upload my reference file into both on-line systems. Provide the 10 digit applicant ID number assigned to you by WNYRIC. Applicant ID#: _____ AND the e-mail address used in the Monroe 2-Orleans BOCES system. EMAIL: _____

PLEASE CONTACT A CDC STAFF MEMBER FOR ANY OTHER SCHOOL DISTRICT OR GRADUATE SCHOOL REQUIRING ELECTRONIC REFERENCES.

FOR OFFICE USE ONLY:
Fee Rec'd. _____ Cash _____ Check _____ Student Acct. Receipt # _____ By _____ Date Rec'd. _____

(OVER)

Mail References To:(Clear & complete address ensures receipt of references)

Name: _____

Title: _____

Organization Name: _____

Address: _____

City State Zip

- Send all references
- Send only the following references:

Name: _____

Title: _____

Organization Name: _____

Address: _____

City State Zip

- Send all references
- Send only the following references:

Name: _____

Title: _____

Organization Name: _____

Address: _____

City State Zip

- Send all references
- Send only the following references:

Name: _____

Title: _____

Organization Name: _____

Address: _____

City State Zip

- Send all references
- Send only the following references:

The entire contents of your file will be sent unless otherwise noted.
References will **NOT** be sent for students with a financial obligation to the college.

All requests must be accompanied by the fee. Make checks payable to: CAREER DEVELOPMENT CENTER.