

# Reference File Request Form

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

[www.buffalostate.edu/offices/cdc](http://www.buffalostate.edu/offices/cdc)

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

Address: \_\_\_\_\_ Banner User ID: B \_\_\_\_\_  
Street  
 \_\_\_\_\_ Phone#: \_\_\_\_\_  
City State Zip Code

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:	Name:
Title:	Title:
Organization Name:	Organization Name:
Address:	Address:
City State Zip	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 see a CDC staff member if any other school district or graduate school requires electronic references).

**Please Check the Uploading Service Requested:**

**Western New York Regional Information Center School Application System** ([www.wnyric.org/application](http://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: \_\_\_\_\_

FOR OFFICE USE ONLY:

Fee Rec'd. \_\_\_\_\_ Cash \_\_\_\_\_ Check \_\_\_\_\_ By \_\_\_\_\_ Date Rec'd. \_\_\_\_\_ Date Sent: \_\_\_\_\_

**(OVER)**

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

Name:		
Title:		
Organization Name:		
Address:		
City	State	Zip

Name:		
Title:		
Organization Name:		
Address:		
City	State	Zip

Name:		
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City	State	Zip

Name:		
Title:		
Organization Name:		
Address:		
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Organization Name:		
Address:		
City	State	Zip

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Title:		
Organization Name:		
Address:		
City	State	Zip

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.**