

## **Credentials & Graduate Admissions Office Document Request Form**

**PLEASE NOTE:** This form cannot be processed without the student's signature authorizing the release of records. You may request copies of items in your credential file provided you complete and submit this form. If you are required to pay a fee, the office will notify you. The normal turn-around time for processing is two (2) to three (3) business days from the date we receive your request. We do not provide "Rush" or "Next Day" service. Please note: We can only provide a copy of items that you have directly submitted with your application to the credentials office, originals will not be provided.

Complete this form and submit it to [credentials.office@sonoma.edu](mailto:credentials.office@sonoma.edu)

Last Name

E- mail Address:

First Name:

Middle Name:

Former Name:

SSU ID#

Phone #:

Mailing Address:

Program (select one):      Multiple Subject      Single Subject      Special Education

**I am requesting a copy of the following item(s) from my credential file. Copies can be picked up or delivered via US Mail (*Only one copy per document will be provided*).**

Copy of CSET or Subject matter waiver letter (Math, Music, English, only)

TB

\*Letters of recommendation

Notes: Copy of Certificate of Clearance can be printed directly from [ctc.ca.gov](http://ctc.ca.gov). Copy of transcripts cannot be provided. Please email the institutions office of Admissions for copies.

*\*Copy of letters of recommendation will not be provided if the recommender may have requested not to share a copy.*

I will pick up copies

Please mail copies to the address listed above

Student Signature:

Date:

**FOR OFFICE USE ONLY**

DATE COPIES WHERE PICKED (CHECK ID):

DATE COPIES MAILED: