

**BATES COLLEGE CAREER SERVICES  
REGISTRATION FORM TO OPEN REFERENCE FILE**

Name: \_\_\_\_\_ Class: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Home/Cell Telephone: \_\_\_\_\_ Home E-mail Address: \_\_\_\_\_

Bates Box Number: \_\_\_\_\_ Bates Telephone: \_\_\_\_\_ Bates E-mail: \_\_\_\_\_

Major: \_\_\_\_\_ Secondary Concentration: \_\_\_\_\_

**REFERENCES**

The Office of Career Services collects references from faculty, administrators and employers in your reference file and releases copies to your prospective graduate schools. You are responsible for obtaining reference forms from the Office of Career Services, filling them out, giving them to faculty members and other reference writers, then following up to be sure the references have been sent to your file. We will keep your reference file for *five years*. Please initial \_\_\_\_\_

We require three to five days to process and send letters from your OCS reference file in support of your candidacy for graduate school. The OCS cannot ensure mailing receipt dates. Plan ahead!

**THE BUCKLEY/FERPA AMENDMENT**

Under federal law, your consent is required before information in your college files can be made available to persons outside the college. Therefore, it is necessary for you to give written consent to the Office of Career Services in one of two manners:

- a. A "blanket" permission that would allow the Office to release copies of your file to graduate schools at their or your request.
- b. Permission for the Office to release copies of your file only upon receipt of verbal or written authorization from you in each instance.

The Buckley Amendment (enacted in 1974) also grants you the right to inspect college records pertaining to you, including copies of letters of recommendation. However, you may waive this right, as would be necessary in the case of a request for a confidential letter of reference. This waiver is purely voluntary; no one can require you to waive right of inspection. Should you wish to waive your right to inspection, you must sign the waiver release on the reference form before it is given to the potential reference writer.

**RELEASE**

I have read and understand my rights under the Buckley Amendment. I authorize the Office of Career Services to accept, duplicate and send my references to prospective graduate schools (a.)\_\_\_\_\_ at the request of myself and prospective graduate schools. (b.)\_\_\_\_\_ only at my request.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**RELEASE/Institutional Action/Disclosure**

I am aware that the Health Professions Advisors will review my file with the Office of the Dean of Students, including records of any disciplinary action. I understand that I am responsible for disclosing any disciplinary action taken against me by Bates to the Chair of the Medical Studies Committee prior to Committee support of my application to any health professions graduate program. I understand that failure to do this may preclude Committee support.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)