

EMORY CAREER CENTER CREDENTIAL FILE SERVICE POLICIES & PROCEDURES
(FOR LAW SCHOOL APPLICANTS)

The following contains the policies and procedures of the Emory Career Center Credential File Service, herein referred to as the Service. These policies are in place to provide Emory students and alumni with a means of securing Certifications for enrollment in law schools. This Service is only to be used for the processing of Dean's Certifications, College Questionnaires, or other such forms required by law schools of applicants prior to enrollment into their programs. Students utilizing the Service will be responsible for adhering to all policies and procedures stated herein. Transcripts are not a part of your credential file. All requests to send transcripts for the purpose of law school admissions must be submitted to the Registrar's Office.

Establishing a File with the Service

To open a credentials file, students should submit all required forms properly filled out and signed and dated as necessary. These forms include the following:

- Registration & Authorization For Release Form
- Policies & Procedures Form
- Fee Request Form (submitted with payment)

Payment for Use of the Service and Refunds

Students are responsible for ensuring that their payment is current and adequate for requests made through the Service. Payment is due at the time of the request for the Certification to be completed. Requests will not be honored until proper payment is received. Refunds will not be issued for services rendered (i.e. Certifications have been already been processed and mailed. You have two options for paying your fee at The Career Center:

1. Pay by credit card in person or by phone
2. Pay by check (*made payable to Emory University*) in person or by mail

Bursar's Holds

Students are responsible for ensuring that they do not have any holds on their record in the Bursar's Office. No Certifications will be mailed until Bursar's holds are cleared and the student provides the Career Center with official documentation that the hold has been lifted. The Career Center will not intervene with the Bursar's Office regarding unpaid holds.

Sanctions Checks

When processing requests, the Service performs a sanctions check on student records. This information is placed on the Institutional Certification, which is attached to the Dean Certification forms provided by the law school. Upon performing the sanctions check, the Career Center will contact any student whose sanctions check indicates that an infraction exists on their record and inform them of the sanction. Once the student is notified of the sanction, they must provide written authorization for the Service to release that information to schools. If a student feels that there is an error with regard to their record, the student is responsible for contacting the appropriate office on campus to clarify the matter and providing the Career Center with official documentation when the matter has been resolved. No certification will be processed or mailed until this documentation is received in our office.

Confirmation of receipt of Certifications By Schools

After certifications have been mailed, it is the student's responsibility to follow up with schools to ensure that their certification has been received by the law school. If a student receives notification from a school that their certification has not been received, they should contact the Career Center immediately.

I certify that I have read and understand the above policies and procedures of the Emory Credential File Service and agree to abide by all policies and procedures stated herein.

Student Signature

Date

(Emory student ID #)

Student Name, printed

(Please retain a separate copy of this form for your records)

Revised: 6/15/17