



# Reference File Request Form

Cleveland Hall 306, 1300 Elmwood Avenue, Buffalo, NY 14222  
(716) 878-5811

**cdc.buffalostate.edu**  
askcdc@buffalostate.edu

Name:(Last) \_\_\_\_\_ (First) \_\_\_\_\_ (M.I.) \_\_\_\_\_ (Maiden Name) \_\_\_\_\_

Banner User ID: B \_\_\_\_\_ Today's Date: \_\_\_\_\_

Address:(Street) \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip Code) \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_ Major: \_\_\_\_\_

Month/Year of Buffalo State BS/BA Degree \_\_\_\_\_ MS/MA Degree \_\_\_\_\_

Signature \_\_\_\_\_

**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: \_\_\_\_\_ Title: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Send all references OR  Send only the following references: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Send all references OR  Send only the following references: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**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**. The cost of uploading your reference file to either one of these systems is \$20.00 each. Uploading allows access to all participating school districts using this system. 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](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#: \_\_\_\_\_

**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 *OR*  Send only the following references: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Send all references *OR*  Send only the following references: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Send all references *OR*  Send only the following references: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Send all references *OR*  Send only the following references: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Send all references *OR*  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.**