

LETTER SERVICE & PROFESSIONAL FILE INFORMATION: TERMS OF USE STATEMENT

REGISTRATION

University of Iowa students and alumni seeking admission to graduate programs or professional positions in teaching, research, or administration may register online for the Letter Service through the Educational Placement Office website. Upon receipt of registration information, candidates will receive a confirmation message. Registration establishes a professional file to store letters of recommendation for use anytime during one's professional career. The Letter Service is a secure repository for letters of recommendation that can be quickly and conveniently sent to prospective employers and graduate programs.

ABOUT THIS SERVICE

A professional file consists of letters of recommendation from people you select, an official University of Iowa cover page with your name, contact information, and at your option, an *unofficial* copy of your University of Iowa transcript (supplied by you). Although some employers use the term *dossier* or *credentials* to refer to a professional file, others use the terms to include the entire packet of application materials. Before you request that a copy of your professional file be sent, you should submit your résumé or CV and cover letter directly to the employer. You are responsible for submitting other documents the employer may request, e.g., résumé or CV, teaching license, transcripts from other institutions or official (with UI seal) transcripts, portfolios, application forms, test scores. Please review application requirements before submitting requested materials.

LETTER POLICIES

- Obtain letters of recommendation from people with authoritative knowledge of or administrative responsibility for your education or employment. Evaluations/merit reviews, recommendations from students or parents of students, and character references are not appropriate for professional files. If you have a professional file at another institution, you may request that those letters of recommendation be sent to this office for inclusion in your University of Iowa professional file.
- Letters of recommendations can be submitted on letterhead stationery or on University of Iowa forms available in N302 LC or downloaded from www.education.uiowa.edu/edplace. The writer's signature must appear on the recommendation. It is your responsibility to insure that letters of recommendation are submitted to this office; once received, they become the property of The University of Iowa.
- Writers can update or revise their statements; an addendum will be included along with the original recommendation. If a recommendation is rewritten, only the more recent version will be used.
- Institutions typically request three or more letters. You may instruct this office to hold your request until specific letters are received or to send only selected letters.
- Letters can be added at any time, and letters can be deleted at your request or at the request of the writer. Deleted letters of recommendation are not discarded, but they are not included in the professional files sent to institutions or organizations.
- A maximum of 10 letters can be included in your professional file. Letters previously collected should be evaluated for relevance and value. Current letters generally receive greater consideration.
- The Family Educational Rights and Privacy Act of 1974 provides that you may review all recommendations placed in your file after January 1, 1975, unless you have specifically waived such rights. A confidential waiver must accompany all confidential letters. This waiver is available at www.education.uiowa.edu/edplace or the Educational Placement Office.

FEES

The registration fee for the Letter Service is \$25.00 and includes the first six sets of letters submitted to prospective employers or graduate programs. Subsequent requests are \$5.00 per set. There is no charge for University of Iowa faculty requests for your professional file. Late arriving letters to your file can be sent as a supplement to your original request and will be counted as an additional set. A complete address must be submitted with a request for supplementary recommendations. Do not submit payment to this office; the University Billing Office will bill you.

SENDING LETTERS

To submit requests:

- **Complete online form** at www.education.uiowa.edu/edplace and click **SEND LETTERS**.
- **E-mail** requests to ed-placement@uiowa.edu. Include contact information. For urgent deadlines, call (319) 335-5353.

Note: Professional files are sent to employers, search committees, and graduate programs; they are not sent to unidentified persons, to box numbers, or to registrants.

The University of Iowa requests this information for the purpose of activating your professional file with the Educational Placement Office. No persons outside the University are routinely provided this information, except for items of directory information such as name and local address, without your consent. Your registration is complete when all required information has been submitted to this office. If you are a person with a disability who requires reasonable accommodations in order to participate, please call 319/335-5353 to discuss your needs.

The University of Iowa prohibits discrimination in employment or in its educational programs and activities on the basis of race, national origin, color, creed, religion, sex, age, disability, veteran status, sexual orientation, gender identity, or associational preference. The University also affirms its commitment to providing equal opportunities and equal access to University facilities. For additional information on nondiscrimination policies, contact the Coordinator of Title IX, Section 504 and the ADA in the Office of Equal Opportunity and Diversity, 319-335-0705 (voice) or 319-335-0697 (text), 202 Jessup Hall, The University of Iowa 52242.