



CREDENTIALS

STUDENT RECORD SERVICES TUTORIAL



01

WHAT ARE
CREDENTIALS?

credentials

(noun)

reference materials used to support applications for employment or graduate study

BENEFITS OF CREATING A FILE

- **Compile all of your resources in the Career Services Credentials Library**
- **Present your credentials in a professional format on Villanova letterhead**

02

WHO UTILIZES
CREDENTIALS
SERVICES?

CANDIDATES FOR POSITIONS IN:

- Nursing
- Education

APPLICANTS FOR:

- Graduate school
- Professional school

**ANY VILLANOVA
STUDENTS OR
ALUMNI**

03

STARTING
YOUR
FILE

TO ESTABLISH YOUR CREDENTIALS FILE:

**COMPLETE
THIS
TUTORIAL**

**ANSWER
THE
QUESTIONS**

**SUBMIT THE
REGISTRATION
PAGE**

**PLEASE NOTE, ACCORDING TO FERPA PRIVACY LAWS, YOU
MUST ESTABLISH YOUR CREDENTIALS FILE BEFORE WE
PROCESS YOUR DOCUMENTS.**

04

REQUESTING
A LETTER OF
RECOMMENDATION

MAKING YOUR REQUEST

- **You can request your letter in person on a paper form, by email or by utilizing the online form**
- **Most recommenders utilize the online form**
- **All letters should be:**
 - **On Letterhead**
 - **Signed (in ink or electronically)**
 - **Typed**

Send a link to the **online form** to the recommender. Be sure to include information about yourself to make it easier for the recommender to complete the form.

**BANNER
ID**

**EXPECTED
GRAD
YEAR**

**YOUR
RESUME**

Indicate if the letter should be **open or confidential**

OPEN vs. CONFIDENTIAL

It is your right to see your letter. You waive that right when you choose confidential.

OPEN

You can view the letter

Can be emailed to you for free

Best used for employment

CONFIDENTIAL

You cannot view the letter

Must be sent directly to the institution or received in a sealed envelope

Best used for graduate school applications

KEEP IN MIND...

We can accept letters of recommendation in a variety of formats, but all letters should be written on typed on letterhead and signed.

Letters submitted outside of the online form should be submitted by email to credentials@villanova.edu or by U.S. Mail to the Career Center; Attn: Credentials Secretary.

Give the recommender plenty of time (at least four weeks) to write your letter. Also, it is beneficial for you to get reference letters from professors and clinical instructors while you are still fresh in their minds.

05

TRACKING YOUR
STUDENT RECORDS
FILE

TRACK YOUR FILE THROUGH NOVASIS

- Access NOVASIS through your MYNOVA account or by navigating to novasis.villanova.edu
- Enter the secure NOVASIS area login to view your personal information
- Select **Student and Financial Aid**
- Select **Display Career Services Credentials**



The screenshot shows the top navigation bar of the NOVASIS website. It includes tabs for 'Personal', 'Alumni', and 'Student & Financial Aid'. Below the tabs is a search bar with a 'Go' button. The main content area is titled 'Student and Financial Assist' and lists several menu items: 'Registration', 'Student Records', 'Financial Aid', 'Residence Life Applications', 'Student Account Information', 'Parent Web Access and Permissions', 'Display Career Center Credentials', 'Course Catalog', 'Student Activities', 'International Studies', and 'PA153 Pennsylvania Background Check I'. The 'Display Career Center Credentials' item is highlighted with a blue background. At the bottom of the page, there is a 'RELEASE: 8.8' notice.

Personal Alumni Student & Financial Aid

Search Go

Student and Financial Assist

Registration
Check your registration status; Add or drop classes; Purch

Student Records
View your holds; Display your grades and transcripts; Revi

Financial Aid
Apply for Financial Aid; Review the status of your financial

Residence Life Applications

Student Account Information
Student Account Information, E-Refund Signup

Parent Web Access and Permissions

Display Career Center Credentials
View your Career Center Credentials and Information Sent

Course Catalog

Student Activities
Click here to register for Early-Arrival Band Camp or Rays

International Studies
Complete a student information and pre-planning Question

PA153 Pennsylvania Background Check I
PA153 Background Check status and document upload

RELEASE: 8.8

WHAT TO INCLUDE:

Three to five letters of reference from faculty members, clinical instructors or former employers

OPTIONAL ITEMS

- **Resume**
- **CPR CARD**
- **An unofficial copy of your transcript**

If you would like to include an unofficial copy of your transcript, you must request that it be sent to credentials@villanova.edu or you can mail a copy of your transcript by U.S. Mail to the Career Center; Attn: Credentials Secretary

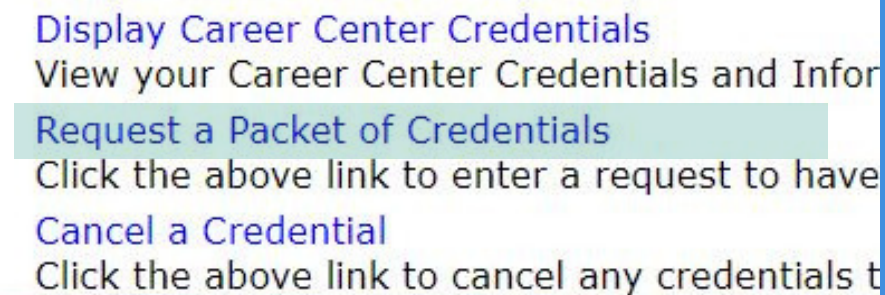
06

REQUESTING YOUR
FILE

TO REQUEST YOUR CREDENTIALS FILE

- In NOVASIS, choose **Request a Packet of Credentials**
- All Credentials requests must be completed online
- The credentials service is free, along with any requests sent electronically
- Printed or mailed requests are \$3.00 per packet
- No same day requests – allow at least a week for processing

When you complete your request, you should receive a confirmation page. If you do not receive this page, try changing your browser. If you still are unable to submit your request, contact the Career Center at 610-519-4060.



Display Career Center Credentials
View your Career Center Credentials and Information

Request a Packet of Credentials
Click the above link to enter a request to have your credentials file printed and mailed to you.

Cancel a Credential
Click the above link to cancel any credentials that you have requested.

RELEASE: 8.8

CONTACT INFORMATION

Email: credentials@villanova.edu

Telephone: 610-519-4060

We are here to help, so please do not hesitate to call if you have any questions, an urgent request or need any assistance.

07

COMPLETE THE
CREDENTIALS FILE
REGISTRATION
FORM [HERE](#)



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WHERE *talent* MEETS *opportunity.*