

## Credentials File Transfer Consent Form

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_  
Last Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Student ID: \_\_\_\_\_  
Email address: \_\_\_\_\_

**Note:** Please print your email address *carefully*.

Interfolio Username: \_\_\_\_\_

**Note:** You must sign up for your Interfolio account *before* a Becker Career Center credentials file can be transferred to Interfolio. Do so at <http://www.interfolio.com/>

I hereby authorize the Becker Career Center, Union College, to take the following action with regard to my credentials file [check one]:

Please transfer the original contents of my credentials file to Interfolio (\$10 FedEx fee):

I acknowledge that I have read Interfolio, Inc.'s Terms of Service (available at <http://www.interfolio.com/>) and understand that I will be bound by such terms and conditions in connection with any reference file services I may receive from Interfolio, Inc.

Please transfer the original contents of my credentials file to the following organization where I have already established a reference file (\$10 FedEx fee):

Name of Institution: \_\_\_\_\_  
Address: \_\_\_\_\_

Please close my credentials file:

I understand that you will destroy the contents of my file.

In consideration of the foregoing, I hereby release and agree to hold harmless the Becker Career Center, Union College, and its officers, trustees, and employees, from any and all liability in connection with the transfer or disposal of my credentials file.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Directions:**

1. Sign and Date this form
2. Include \$10 check
3. Send to:

Becker Career Center  
Union College  
807 Union Street  
Schenectady, NY 12308