



Credential File Transfer Request

You can transfer your existing credentials file to Interfolio to enjoy the great service we provide. Fill out the top portion of this form and submit it to your career center, who will mail us your documents. Once we have received them, it takes 1-3 business days to place your documents into your account. Make sure to setup your Interfolio account *before* having your current credential file service send us your file.

Complete This Section and Send to Your Current Service:

First Name		Last Name	
Address			
City		State, Zip	
Email		Phone	
Student ID			

Please transfer the contents of my reference file to Interfolio, Inc.

I have created an account at <http://www.interfolio.com/> and my Interfolio user name is listed below (required).

User Name	
------------------	--

Signature		Date	
------------------	--	-------------	--

Transfer Instructions for Credential File Staff:

Complete the bottom half of this form and send the original documents held in this person's credential file and this form to the address below.

This is a/an (indicate one)

- Open file (all non-confidential documents)
- Closed file (all confidential documents)
- Mixed file (mix of confidential and non confidential documents)

Note: Make sure to clearly mark all confidential documents

- Please notify me when you receive the file

Name	
Title	
Email	

Send file and form to:

Interfolio, Inc.
Paper Processing Center
1900 L Street NW, Suite #603
Washington, DC 20036