



Case Career Center

Please Return By August 1, 2008

Credential File Consent Form

This form is to be completed if you currently have a file with the Case Career Center that you would like **1.** to have transferred to Interfolio or **2.** closed.

First Name: _____

Last Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____ Daytime Phone Number: _____

I understand that the Case Western Reserve University Career Center has entered into a partnership with Interfolio.com to provide credential file service to students and alumni. I hereby authorize the Career Center to take the following action with regard to my credential file: (please check one)

___ **1.** Transfer the content of my credential file to:

Interfolio, Inc.
P.O. Box 19127
Washington D.C. 20037

I acknowledge that I have read Interfolio, Inc.'s *Terms of Service* and understand that I will be bound by such terms and conditions in connection with any credential file services I may receive from Interfolio, Inc.

___ **2.** Please close and destroy my Career Center credential file.

I understand that the Career Center office will close my file by destroying all contents of my file.

In consideration of the foregoing, I hereby release and agree to hold harmless the Case Western Reserve University's Career Center, and its officers, trustees and employees, from any and all liability in connection with the transfer or closing of my credential file.

Signature

Date

Directions:

- 1. Fill out, sign and date this form**
- 2. Include a check for \$5**
- 3. Return it to the Career Center no later than August 1, 2008**

Mail to: Career Center
Sears 206
Case Western Reserve University
10900 Euclid Avenue
Cleveland, OH 44106-7040

Fax to: 216-368-4759