



Case Career Center

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.
Paper Processing Center
1900 L Street NW Suite #603
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

<p>Directions:</p> <ol style="list-style-type: none"> 1. Fill out, sign and date this form 2. Include a check for \$5 3. Return it to the Career Center <p>Mail to: Career Center Sears 206 Case Western Reserve University 10900 Euclid Avenue Cleveland, OH 44106-7040</p> <p>Fax to: 216-368-4759</p>
