



Credential File Transfer Request

You can transfer your current credentials file to Interfolio. Fill out the top portion of this form and submit it to your career center, and they will mail us your documents. Upon receipt, it takes 1-3 business days for Interfolio to process your documents. Make sure to setup your Interfolio account *before* your current credential file service sends us your file.

Complete This Section and Send to Your Current Service:

First Name		Last Name	
Address			
City		State, Zip	
E-Mail		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 username is listed below (**required**).

Username	
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

Send file and form to:

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