

## Credential File Transfer Consent Form

Please complete this form in full

First Name		Middle	
Last Name			
Address			
City		State	Zip
Email Address			
	<i>Note: Please print your email address carefully</i>		
Phone			
Student ID			

I hereby authorize the Career Development Center at Mount Holyoke College to take the following action with regard to my credentials file:

**Please transfer these letters of recommendation from my credentials file to Interfolio, Inc. (List letters below or state "All"):**

**Alumnae:** Please render payment along with your request (\$5.00). Acceptable forms of payment are cash, check (made payable to Mount Holyoke College) or via Paypal direct transfer or credit card payment (log onto [www.paypal.com](http://www.paypal.com) for instructions on how to open an account. Send money to our Paypal account at [cdc-credentials@mholyoke.edu](mailto:cdc-credentials@mholyoke.edu)). Payment must be received before your request can be processed.

I have created an account 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. My Interfolio username is listed below (**required**).

<b>User Name</b>	
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In consideration of the foregoing, I hereby release and agree to hold harmless Mount Holyoke College and its officers, trustees, and employees, from any and all liability in connection with the transfer of the information listed above from my credentials file. **Once your original documents are transferred to Interfolio, they become a part of your official credentials file. Your existing file at the CDC will then be closed and destroyed to protect your privacy. All future requests you make for distribution of your credentials must then go through Interfolio.**

<b>Signature</b>	<b>Date</b>

**Mail the completed form to**  
 Mount Holyoke College  
 Career Development Center  
 Credentials Department  
 Daniel L. Jones Building  
 50 College Street  
 South Hadley, MA 01075

**Or fax it to**  
 1-413-538-2081