



Credentials File Transfer Consent Form

This form is to be completed if you currently have a file with UCS that you would like to have transferred to Interfolio or closed.

First Name: _____ Middle Initial: _____
Last Name: _____
Street Address: _____
City: _____ State: _____ Zip _____
Email Address: _____

Note: Please print email address carefully. Interfolio provides account information via email

Phone: _____ Social Security Number _____

I understand University Career Services (UCS) is working with Interfolio to provide credential file services. I hereby authorize UCS to take the following action with regard to my credential file [check one]:

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

I acknowledge that I have read Interfolio, Inc.'s Terms of Service (available at https://www.interfolio.com/cgi-bin/info_service_agreement.cfm) 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.

- After this distribution is made, I no longer need my file at University Career Services. I understand that you will **close and destroy the contents of my file** after its contents are distributed to Interfolio, Inc.

- I have established an account with Interfolio, Inc. and will be using this company to provide credentials services. Interfolio User Name: _____
You will designate a User Name when you create an Interfolio account.

Close and destroy my credentials file at University Career Services.

- **I understand you will destroy the contents of my credentials file at UCS and they will not be available to me in the future**

Turn the contents of my file over to me:

- I would like to receive the contents of my file. I understand that if I do not pick up or request delivery of my file from University Career Services within 90 days, **my file will be destroyed**

In consideration of the foregoing, I hereby release and agree to hold harmless University of Houston and University Career Services and its officers, trustees, and employees from any and all liability in connection with the transfer or disposal of my reference file.

Signature: _____ Date: _____

Directions:

1. Sign and date this form
2. **Mail the completed form to:**

University of Houston
University Career Services – Credentials
106 Student Service Center 1
Houston, TX 77204-3040

Or fax it to:

713-743-5111