

Reference File Transfer Consent and Release

Oberlin College (“Oberlin”) Office of Career Services has entered into an arrangement with Interfolio, Inc. (“Interfolio”) whereby Interfolio has agreed to provide credential management services to Oberlin alumni and students. For information, including Interfolio’s privacy policy and Terms of Service, visit www.oberlin.edu/career/interfolio.htm.

Please complete this form in full, making sure to choose one of the three options below, then mail or fax to Career Services.

First Name		MI		Last Name	
Address					
City				State	Zip
Email Address					
<i>Note: Please print your email address carefully</i>					
Phone					
Grad Year					

I hereby authorize The Office of Career Services to take the following action with regard to my reference file [check one]:

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

I have reviewed Interfolio’s privacy policy and Terms of Service, have knowingly and freely entered into an agreement with Interfolio to use its services, and understand I will be responsible for all costs and fees associated with Interfolio’s services. My Interfolio username is listed below (required).

User Name	
------------------	--

Please close my reference file: I understand that you will destroy the contents of my file.

Please send my complete reference file to the following institution: I understand that you will not maintain a copy of my file.

Institution	
Address	

I hereby (1) Release, Waive, and Discharge Oberlin and its board members, trustees, faculty, instructors, agents, advisors, employees, affiliates, members, volunteers, staff, representatives, attorneys and officers (collectively, the “Releasees”) from -- and (2) Covenant Not To Sue Releasees in connection with -- any and all claims (including, not by way of limitation, any claims arising from negligence of Releasees or any of them) arising from or relating in any way to my agreement with Interfolio; Interfolio’s services; and/or any actions or failures to act by Oberlin in connection with the maintenance, transfer or destruction of my reference file.

Signature	Date
------------------	-------------

Mail completed form to:
 Oberlin College Office of Career Services
 Stevenson Hall – Longman Commons
 155 N. Professor St.
 Oberlin, OH 44074

Or fax:
 440-775-8089

Questions? Call 440-775-8140

CAREER SERVICES USE ONLY:

This is a/an:

- Open file (all non-confidential documents)
- Closed file (all confidential documents)
- Mixed file (mix of confidential [marked clearly] and non-confidential documents)

Interfolio: Please notify career.services@oberlin.edu when you receive this file.