



**Brandeis University
Near Eastern and Judaic Studies Department
Credential File Transfer Consent Form**

Directions: Please complete this form in full, making sure to choose one of the three file disposition options below.

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

I understand that NEJS has entered into a partnership with Interfolio to provide reference file services to me. I hereby authorize NEJS 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 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**). My file at NEJS will be destroyed 6 months following activation of this account.

User Name	
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Add special instructions, if any:

Please close my reference file immediately.

I understand that you will destroy the contents of my file.

Please temporarily archive my reference file at NEJS until August 31, 2010.

I understand that if I do not open an Interfolio account and do not contact NEJS requesting transfer of these files by August 31, 2010, the contents of my file will be destroyed.

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

Signature		Date	
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Mail the completed form to
Brandeis University
NEJS—MS 54
415 South Street
Waltham, MA 02454-9110

Or fax it to
781-736-2070