



**The Career Center**

432 Western Avenue, Albany, NY 12203-1490

1.800.637.8556

[www.strose.edu](http://www.strose.edu)



## CREDENTIAL FILE TRANSFER REQUEST

How to transfer your credential file from The College of Saint Rose Career Center to Interfolio:

1. Create your Interfolio account at <https://account.interfolio.com/dossier/signup>
2. Submit this form (via mail, fax or hand-deliver) to The College of Saint Rose Career Center.  
Upon receipt, your credential file will be transferred from Saint Rose to Interfolio within 3 business days.
3. Once your documents arrive, they will be uploaded to your Interfolio account in 1-3 business days

**Please note:** Your entire file will be transferred to Interfolio. Since your file will no longer be house at the Career Center all future submissions and requests will be directed and managed by Interfolio.

<b>First Name</b>		<b>Middle Initial</b>	
<b>Last Name</b>		<b>Maiden Name</b>	
<b>Major</b>		<b>Class Year</b>	
<b>Address</b>			
<b>City</b>		<b>State, Zip</b>	
<b>Phone</b>			
<b>Email Address</b>			

**Please transfer the contents of my Credential File to Interfolio.**

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

**The Career Center**  
The College of Saint Rose  
432 Western Avenue  
Albany, NY 12203-1490

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**Fax: (518) 458-5330**  
<http://www.strose.edu/credentials>