

Requesting Letters of Recommendation on Interfolio

Step 1: Select “Add file” from the required documents section on the application home page

🕒 Confidential Letter of Recommendation or Evaluation 📄 2 Required | 0 Added [+ Add File](#)

Step 2: Select “Request a recommendation” and then “Request”

Add File ✕

Choose Existing [Request a Recommendation](#)

Does your application require letters of recommendation? You may request recommendations through Dossier by selecting the request option below. After going through the request process, we will automatically attach the letter to your application when we receive it from your letter writer.

[+ Request](#)

[Cancel](#)

Step 3: If you already have the individual you wish to request a letter from added as a contact in Interfolio, select “Choose Existing Contact”. If you do not have the individual as a contact, select “Add New Contact”

New Recommendation Request

from Allison Van Rhee

General Information

Choose Existing Contact [Add New Contact](#)

Title

First Name *

Last Name *

Email Address *

[Add Contact](#)

Document Title

Note: after entering the new contact information, you must select “Add Contact” at the bottom for the process to be complete.


Step 4: The “Information for Your Recommender” section will auto-populate once a contact is added. You can review the message and make any changes to the suggested text. You can also attach supporting materials, such as your project proposal or materials list, but this is not required.

Step 5: Select “Send Request” to email the request to your recommender. You will receive an email confirming that the request was successfully sent to the writer. The recommender can submit their letter by clicking on the “Upload Letter” link in the autogenerated email.

The letter uploaded by the writer will automatically be attached to the relevant application and you will be notified via email when it has been uploaded. You can also see the status of your requests on the application home page:

6 Documents Required | 1 Added

If this application has specific document requirements, they will be listed below—simply click “Add File” to upload a new document or to select one from your Dossier.

<input checked="" type="checkbox"/> C.V.	1 Required 0 Added	+ Add File
Maximum 3 pages		
<input checked="" type="checkbox"/> Proposal	1 Required 0 Added	+ Add File
Please write a research proposal (1200 word maximum) that outlines the significance of the proposed collections research to your larger project, the value of the project to your field, and the feasibility of completing the scope of research proposed within the fellowship period.		
<input checked="" type="checkbox"/> Other Document	1 Required 0 Added	+ Add File
Upload a detailed list of the materials you plan to consult. For print material, supply call numbers. For manuscript and archival material, supply collection names and box numbers. Please indicate oversized materials (broadsides, posters, maps, etc.) clearly.		
<input checked="" type="checkbox"/> Other Document	1 Required 0 Added	+ Add File
A travel budget for up to \$5000 additional funding for travel, accommodations, and/or travel to do research in other repositories beyond Yale.		
<input checked="" type="checkbox"/> Confidential Letter of Recommendation or Evaluation	2 Required 1 Added	+ Add File
<div style="border: 1px solid #ccc; padding: 5px;"> Recommendation from Allison Van Rhee for 2022-2023 Beinecke Library Research Fellowships for Graduate Students Completed Nov 18, 2021 at 10:19 AM</div>		

[Next >](#)

[Return To Review](#) 

How to Submit Your letter of Recommendation

Step 1: Select “Upload Letter” in the letter request email from Interfolio. You will be asked to sign in or create a free account.

Confidential Letter of Recommendation or Evaluation Request From Allison Van Rhee



Interfolio <help@interfolio.com>

To:

interfolio

Allison Van Rhee ()
has requested a Confidential Letter of
Recommendation or Evaluation.

UPLOAD LETTER

Allison Van Rhee asks that you submit your recommendation by
Feb 1, 2022.

Recommendation for:
**2022-2023 Beinecke Library Research Fellowships for
Graduate Students at Yale University**
Opportunity description: <https://apply.interfolio.com/90503>

Step 2: Accept the request by selecting “Accept”

[Letters to Write](#) >

Allison Van Rhee

Due By:	Feb 1, 2022
Recommendation Type:	2022-2023 Beinecke Library Research Fellowships for Graduate Students at Yale University
Opportunity Description:	https://apply.interfolio.com/90503
Message from Allison Van Rhee:	<p>Dear Allison Van Rhee,</p> <p>I am using Interfolio to request and manage my letters of recommendation for 2022-2023 Beinecke Library Research Fellowships for Graduate Students at Yale University. If you want to know more, a description of the opportunity is available on this page https://apply.interfolio.com/90503. Select the Upload Letter option to see my entire request including any additional details. Please don't hesitate to contact me at allison.vanrhee@gmail.com if you have any questions about my request for a recommendation, the opportunity to which I am applying, or for any other reason.</p> <p>Best, Allison Van Rhee</p>

Accept

Decline

We'll notify Allison Van Rhee of your decision.
You can change your mind up until you submit the document.

Step 3: Upload your confidential letter of recommendation by selecting “Select File for Upload”

[Letters to Write](#) >

Allison Van Rhee

Due By: Feb 1, 2022

Recommendation Type: 2022-2023 Beinecke Library Research Fellowships for Graduate Students at Yale University

Opportunity Description: <https://apply.interfolio.com/90503>

Message from Allison Van Rhee: Dear Allison Van Rhee,

I am using Interfolio to request and manage my letters of recommendation for 2022-2023 Beinecke Library Research Fellowships for Graduate Students at Yale University. If you want to know more, a description of the opportunity is available on this page <https://apply.interfolio.com/90503>. Select the Upload Letter option to see my entire request including any additional details. Please don't hesitate to contact me at allison.vanrhee@gmail.com if you have any questions about my request for a recommendation, the opportunity to which I am applying, or for any other reason.

Best,
Allison Van Rhee



I accept, I will submit a recommendation.
I've changed my mind and decline to submit a recommendation.



Due Feb 1, 2022
Allison has asked that you submit your recommendation by the above due date.

Evaluation

Select File for Upload

Read about our [accepted file types](#).

Step 4: Attach your file and select “Submit”

Select File for Upload



RecommendationLetter

Success

Submit

Cancel

You will receive a confirmation message on your screen and an email from Interfolio confirming your letter was successfully submitted.



You've successfully submitted a recommendation!

Thank you for submitting a recommendation on behalf of Allison Van Rhee.

If this is a confidential letter, not to worry: Allison Van Rhee will be able to see that it has been received in their Interfolio Dossier account, but won't be able to read what's inside.

Questions? Check out our [Help Center](#).

Get in Touch

help@interfolio.com | (877) 997-8807 | interfolio.com