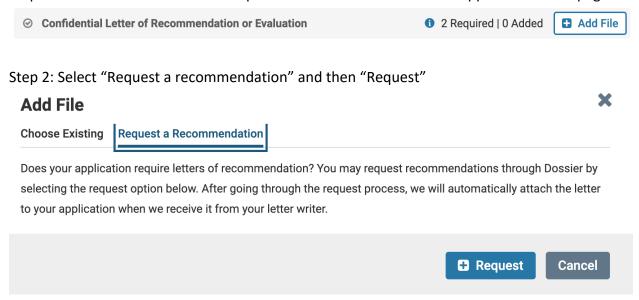
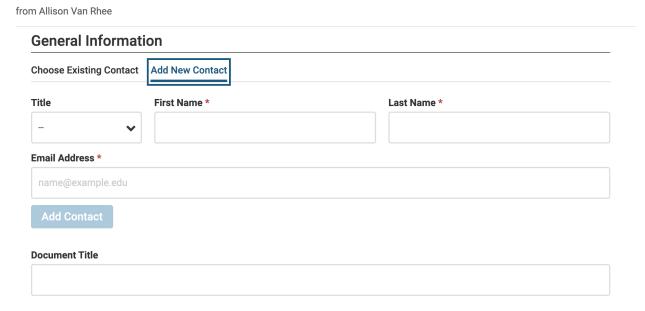
Requesting Letters of Recommendation on Interfolio

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



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

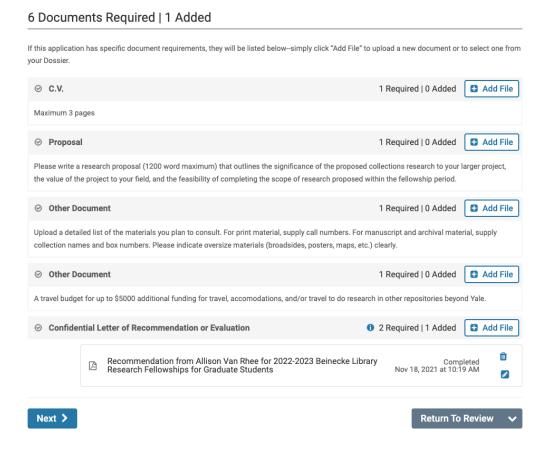


Note: after entering the new contact information, you must select "Add Contact" at the bottom for the process to be complete.

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.

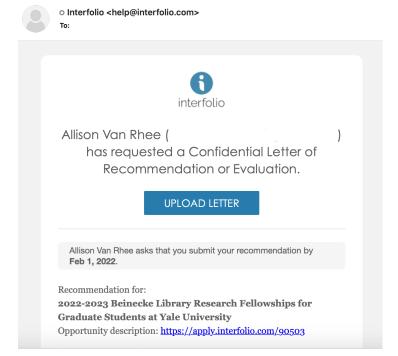
The letter uploaded by the writer will automatically be attached to the relevant application and you will be notified via email when it has been uploaded. You can also see the status of your requests on the application home page:



How to Submit Your letter of Recommendation

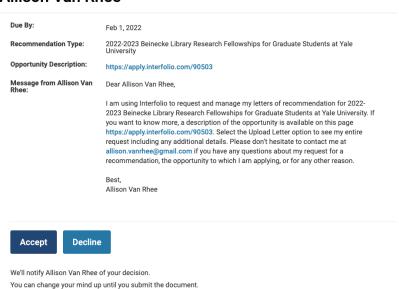
Step 1: Select "Upload Letter" in the letter request email from Interfolio. You will be asked to sign in or create a free account.

Confidential Letter of Recommendation or Evaluation Request From Allison Van Rhee



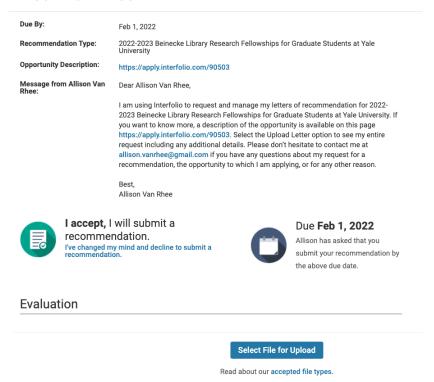
Step 2: Accept the request by selecting "Accept"

Allison Van Rhee

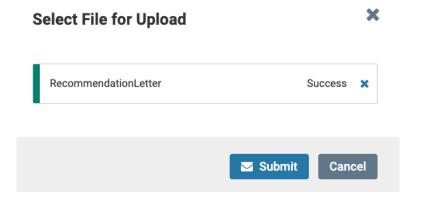


Step 3: Upload your confidential letter of recommendation by selecting "Select File for Upload"

Allison Van Rhee



Step 4: Attach your file and select "Submit"



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