

Managing Recommendation Letters with Interfolio's Dossier

Whether you are a letter writer or requesting a letter to be written, Interfolio's Dossier gives you an easy electronic way to collect and use confidential letters of recommendation. It saves work, stress, and time for all!

SUBMITTING CONFIDENTIAL LETTERS THROUGH INTERFOLIO

Anyone with an Interfolio Dossier can use their account to send requests via email for confidential letters of recommendation—enabling the letter writer to upload reusable letters for them electronically.

As a Dossier user, they can include your letter in any number of applications to positions hosted through Interfolio—or they can use Interfolio's Dossier Deliver service to send your letter anywhere (along with any other stored materials) electronically or by mail.

HOW TO SUBMIT A LETTER

When you receive an Interfolio recommendation request email, submitting your letter for the requesters is as easy as following the link in the email, clicking "I accept," and uploading your letter file.

Accepted file types include:

- .doc
- .docx
- .dot
- .odt
- .wpd
- .rtf
- .txt
- .html
- .pdf

HOW TO REQUEST A LETTER

Log into your Dossier account, and select "Letters" from the left side of your homepage. Follow the instructions to request a general letter or a confidential letter depending on what the application dictates.

WAIT, IS THIS CONFIDENTIAL?

If you upload a letter to Interfolio for someone in response to a request for a confidential letter, then:

- That person will never be able to access the content of that letter via Interfolio, unless you personally ask us to make it available to them.
- When they use Interfolio to send your confidential letter out, we will always take reasonable steps to ensure that it's appropriate to send confidential materials about that person to that destination.

MANAGING LETTERS REQUESTED OF YOU

You can also activate your own free Interfolio Dossier account to manage letters requested of you:

- View pending requests and a history of past letters you've submitted
- Download copies of them
- Replace your letter on file for a student with a more up-to-date version

Just go to www.interfolio.com and use "Sign Up" in the upper right (with the same email address students use to send you requests).

GETTING SUPPORT

Anyone can contact Interfolio's support team for technical and logistical assistance. Email us at help@interfolio.com—or call us between 9:00 AM and 6:00 PM ET, Monday-Friday, at (877) 977-8807.