

# Request Letters of Recommendation Using Your Interfolio Account

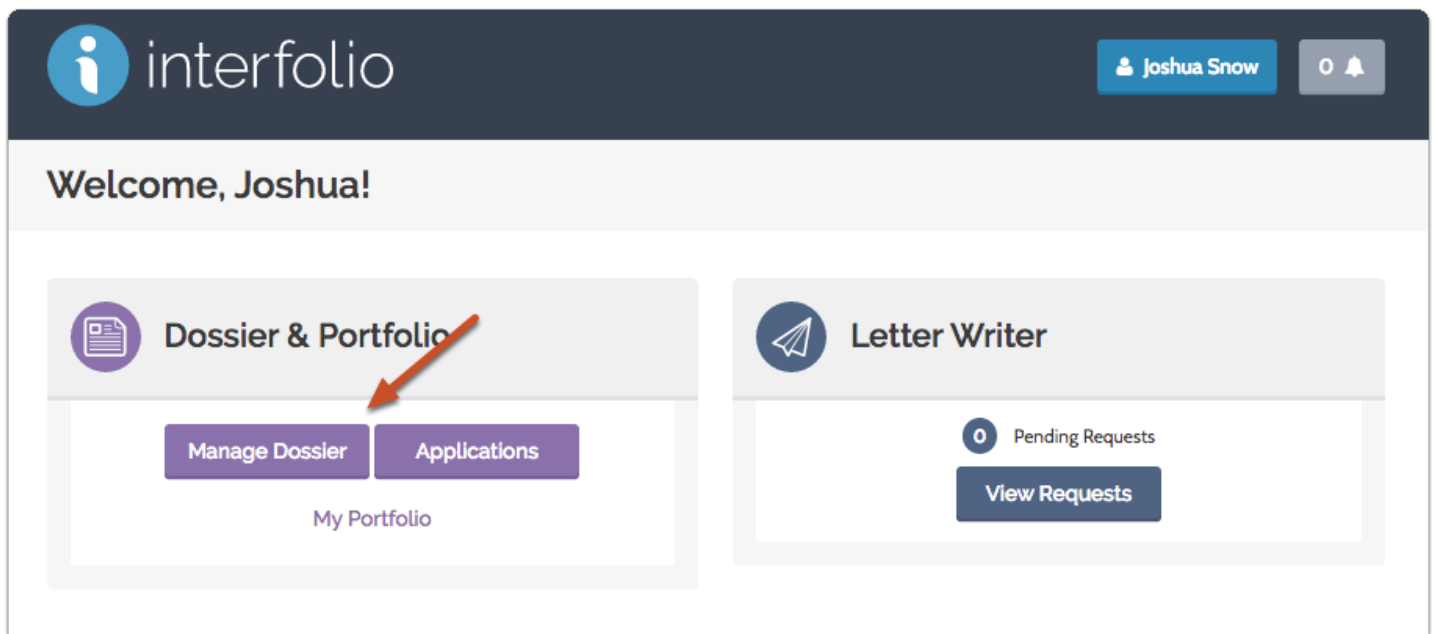
You can request letters of recommendation from letter writers directly through your Interfolio account. When you send a new request, your letter writer will receive instructions (via email or a printed form, whichever you prefer) with all the information they need to upload or mail their letter to Interfolio.

If you are applying to a position listed with our ByCommittee service, see here: [Apply to a Job or Fellowship Opportunity Listed with ByCommittee](#)

Follow these instructions to request a new letter of recommendation through Interfolio.

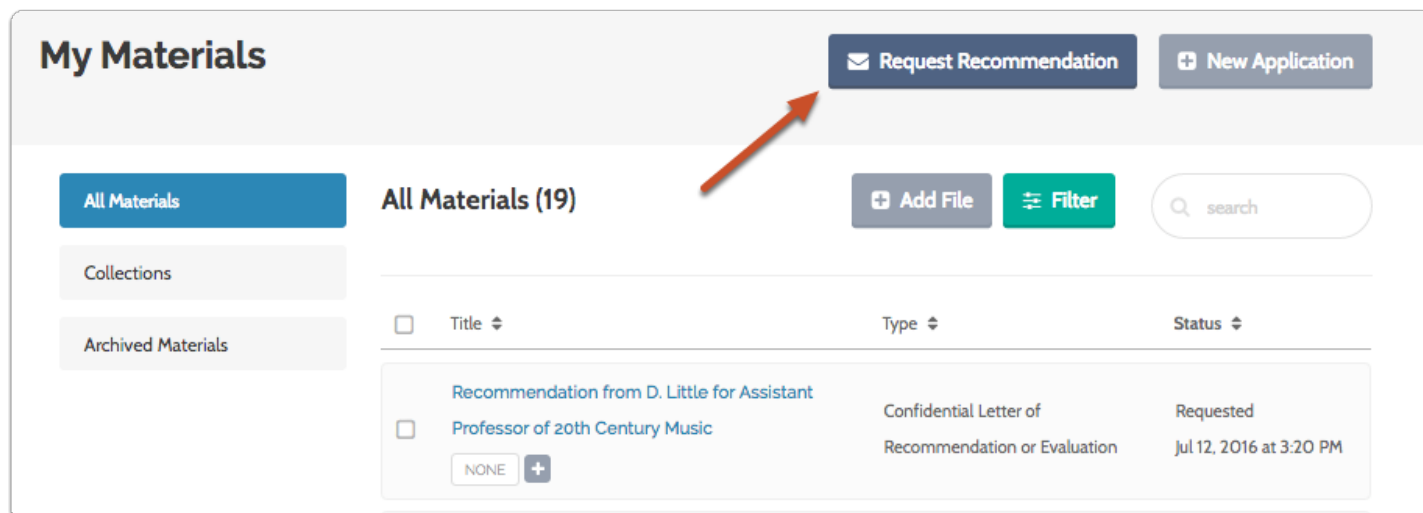
💡 If you already have a copy of your letter of recommendation, it can be uploaded to your account as the document type "Other Document".

## Click "Manage Dossier"



The screenshot shows the Interfolio user interface. At the top, the Interfolio logo is on the left, and the user's name 'Joshua Snow' and a notification bell icon are on the right. Below the header, a welcome message 'Welcome, Joshua!' is displayed. The main content area is divided into two primary sections: 'Dossier & Portfolio' and 'Letter Writer'. The 'Dossier & Portfolio' section contains two buttons: 'Manage Dossier' and 'Applications'. A red arrow points to the 'Manage Dossier' button. Below these buttons is the text 'My Portfolio'. The 'Letter Writer' section contains a 'Pending Requests' indicator with a zero count and a 'View Requests' button.

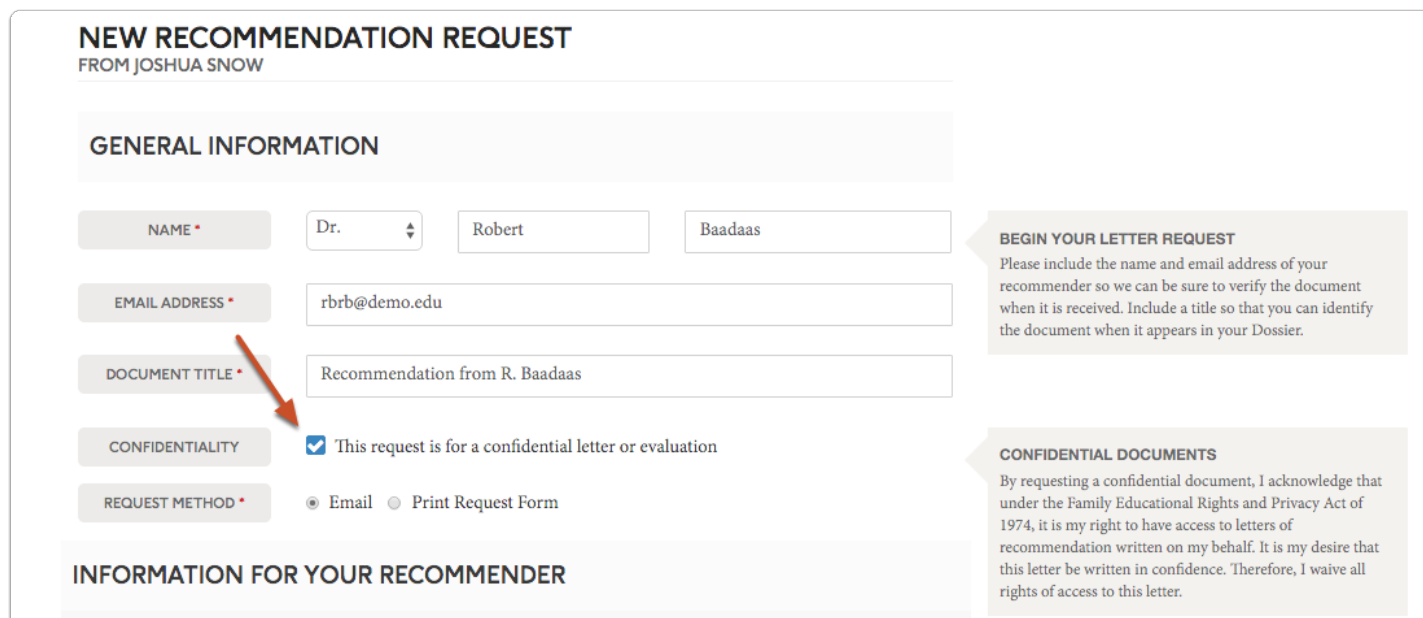
## Click "Request Recommendation"



The screenshot shows the 'My Materials' dashboard. At the top right, there are two buttons: 'Request Recommendation' (with an envelope icon) and 'New Application'. A red arrow points to the 'Request Recommendation' button. Below this, there are buttons for 'All Materials', 'Add File', and 'Filter'. A search bar is also present. The main content area shows a list of materials with columns for Title, Type, and Status. One material is visible: 'Recommendation from D. Little for Assistant Professor of 20th Century Music', with a status of 'Requested' and a date of 'Jul 12, 2016 at 3:20 PM'. There is also a 'NONE +' button below the title.

## Fill out the "General Information" section of the request form and indicate if this is a request for confidential letter

- We need the name and email address of your recommender so we can be sure to verify the document when it is received.
- Give your document a title so you can easily identify it when it appears in your Dossier.
- **Important:** To ensure confidentiality, don't forget to indicate whether or not you are requesting a confidential letter of recommendation. Note that by requesting a confidential document, you acknowledge that you waive all rights of access to the letter you are requesting.



The screenshot shows the 'NEW RECOMMENDATION REQUEST' form, titled 'FROM JOSHUA SNOW'. The 'GENERAL INFORMATION' section is filled out as follows:

- NAME:** Dr. Robert Baadaas
- EMAIL ADDRESS:** rrb@demo.edu
- DOCUMENT TITLE:** Recommendation from R. Baadaas
- CONFIDENTIALITY:**  This request is for a confidential letter or evaluation
- REQUEST METHOD:**  Email  Print Request Form

There are two informational boxes on the right side of the form:

- BEGIN YOUR LETTER REQUEST:** Please include the name and email address of your recommender so we can be sure to verify the document when it is received. Include a title so that you can identify the document when it appears in your Dossier.
- CONFIDENTIAL DOCUMENTS:** By requesting a confidential document, I acknowledge that under the Family Educational Rights and Privacy Act of 1974, it is my right to have access to letters of recommendation written on my behalf. It is my desire that this letter be written in confidence. Therefore, I waive all rights of access to this letter.

The 'INFORMATION FOR YOUR RECOMMENDER' section is partially visible at the bottom.

# Select the request method (email or print) that you will use to request the recommendation

## GENERAL INFORMATION

**NAME \*** Dr. Robert Baadaas

**EMAIL ADDRESS \*** rrb@demo.edu

**DOCUMENT TITLE \*** Recommendation from R. Baadaas

**CONFIDENTIALITY**  This request is for a confidential letter or evaluation

**REQUEST METHOD \***  Email  Print Request Form

## INFORMATION FOR YOUR RECOMMENDER

The information you provide below will be available to your recommender when viewing and submitting the request. Please provide a due date for your recommendation. You can also attach your C.V. and an additional document you wish to include with your letter request. Make sure to specify the purpose of your recommendation, and include either a link or text description of the opportunity you are pursuing, such as a fellowship, award, or faculty position.

### BEGIN YOUR LETTER REQUEST

Please include the name and email address of your recommender so we can be sure to verify the document when it is received. Include a title so that you can identify the document when it appears in your Dossier.

### CONFIDENTIAL DOCUMENTS

By requesting a confidential document, I acknowledge that under the Family Educational Rights and Privacy Act of 1974, it is my right to have access to letters of recommendation written on my behalf. It is my desire that this letter be written in confidence. Therefore, I waive all rights of access to this letter.

## If you choose to email the request:

### Enter information that will be provided to your recommender when viewing and submitting your request

- Provide a due date for when you need the recommendation.
- You can include your C.V. (from your Dossier) for the convenience of your letter writer.
- You can also attach any other documents from your Dossier the writer might find useful.
- Specify if this is a general recommendation or a recommendation for a specific opportunity.
- Provide a website address or text description of the opportunity for which you are applying.
- You can also add a message to your letter writer that will accompany your request for a recommendation.

**Note:** Some opportunities require a digital signature on letters of recommendation submitted electronically. Please let your letter writer know if your opportunity specifically requires a signature for a letter of recommendation. We have an article available for your recommender with information on [how to add a digital signature](#) to a letter. Keep in mind that we cannot guarantee that a document has been signed, so make sure to get in touch with your letter writer if a signature is required.

## INFORMATION FOR YOUR RECOMMENDER

The information you provide below will be available to your recommender when viewing and submitting the request. Please provide a due date for your recommendation. You can also attach your C.V. and an additional document you wish to include with your letter request. Make sure to specify the purpose of your recommendation, and include either a link or text description of the opportunity you are pursuing, such as a fellowship, award, or faculty position.

recommendation written on my behalf. It is my desire that this letter be written in confidence. Therefore, I waive all rights of access to this letter.

**DUE DATE** Mar 6, 2016

**CV** J. Snow - C.V.

**ADDITIONAL DOCUMENT** J. Snow - International Transcripts

**RECOMMENDATION TYPE \***  
 General Recommendation  Specific Recommendation or Opportunity  
e.g. Graduate School Application

**DESCRIPTION**  
 Website  Text Description  
http://jobs/demo.edu

**MESSAGE TO RECOMMENDER \***

Dear Dr. Robert Baadaas,

I am using Interfolio to request and manage my letters of recommendation. If you want to know more, a description of the opportunity is available on this page <http://jobs/demo.edu>. Select the View Details option to see my entire request including any additional details. Please don't hesitate to contact me at [jsssss@interfolio.edu](mailto:jsssss@interfolio.edu) if you have any questions about my request for a recommendation, the opportunity to which I am applying, or for any other reason.

### HOW WILL THIS RECOMMENDATION BE USED?

Please indicate if this is a general recommendation, such as a letter of recommendation to send out with all graduate school applications, or if the recommendation is for a specific opportunity to which you are applying.

### WRITING A MESSAGE

We have created a default message for your request. Please make changes to insert specific information, and provide any additional information your writer may need to complete the request.

## Click "Preview" to preview your message

**RECOMMENDATION TYPE \***  
 General Recommendation  Specific Recommendation or Opportunity

**DESCRIPTION**  
 Website  Text Description  
http://

**MESSAGE TO RECOMMENDER \***

I am using Interfolio to request and manage my letters of recommendation. Select the View Details option to see my entire request including any additional details. Please don't hesitate to contact me at [jsssss@demo.edu](mailto:jsssss@demo.edu) if you have any questions about my request for a recommendation, the opportunity to which I am applying, or for any other reason.

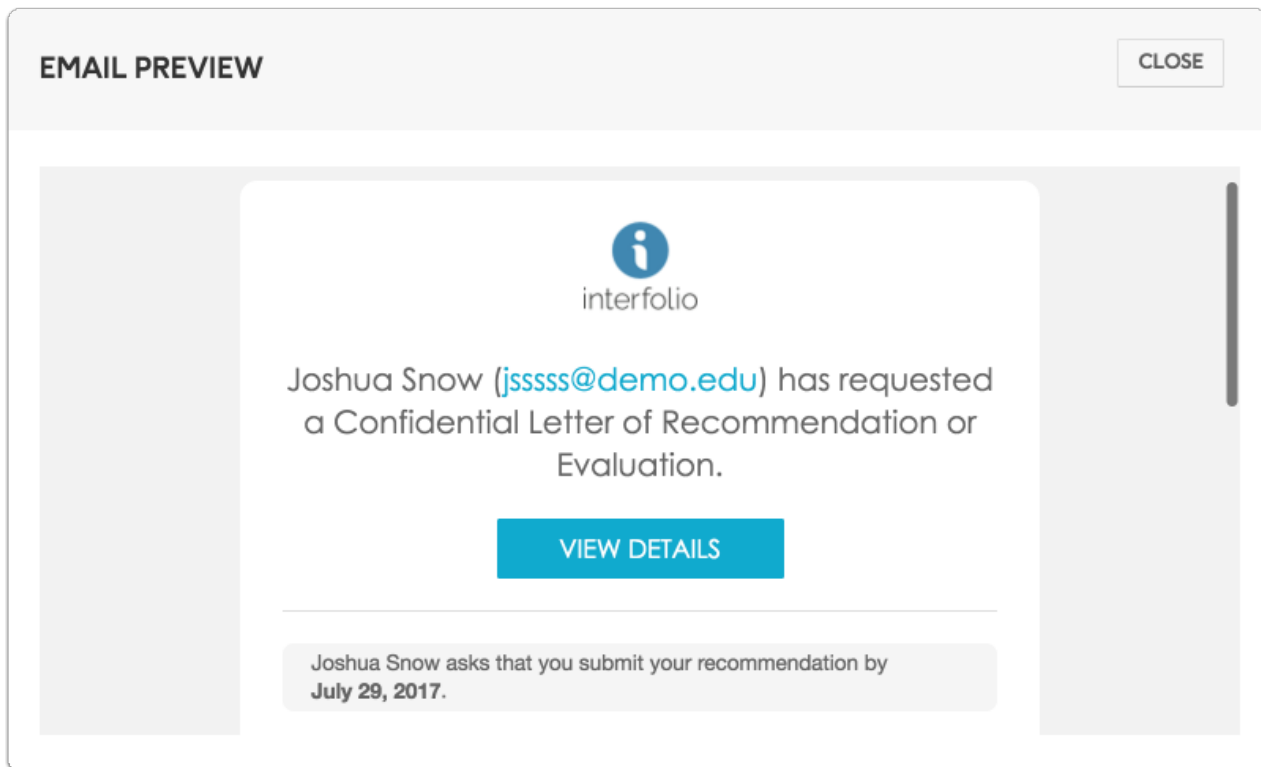
Best,  
Joshua Snow

**HOW WILL THIS RECOMMENDATION BE USED?**  
Please indicate if this is a general recommendation, such as a letter of recommendation to send out with all graduate school applications, or if the recommendation is for a specific opportunity to which you are applying.

**WRITING A MESSAGE**  
We have created a default message for your request. Please make changes to insert specific information, and provide any additional information your writer may need to complete the request.

**SEND REQUEST** **PREVIEW** **CANCEL**

## The preview shows how your request will appear in the inbox of your letter writer



## Click "Send Request" when you are ready

**Note:** It's a good idea to check back over your request. Remember, you cannot edit a request after we email the request to your letter writer. →†

The image shows a request form interface. On the left, there are two tabs: "DESCRIPTION" and "MESSAGE TO RECOMMENDER". The "DESCRIPTION" tab is active, showing radio buttons for "Website" (selected) and "Text Description". Below this is a text input field containing "http://". To the right of the input field is a rich text editor toolbar with icons for link, unlink, list, link, bold, italic, strikethrough, subscript, superscript, text color, background color, bulleted list, numbered list, indent, and outdent. The main text area contains the following text: "I am using Interfolio to request and manage my letters of recommendation. Select the View Details option to see my entire request including any additional details. Please don't hesitate to contact me at [jsssss@demo.edu](mailto:jsssss@demo.edu) if you have any questions about my request for a recommendation, the opportunity to which I am applying, or for any other reason." Below this is a signature: "Best, Joshua Snow". On the right side of the form, there is a grey box titled "WRITING A MESSAGE" with the text: "We have created a default message for your request. Please make changes to insert specific information, and provide any additional information your writer may need to complete the request." At the bottom of the form, there are three buttons: "SEND REQUEST" (highlighted with a red arrow), "PREVIEW", and "CANCEL".

## You will see a confirmation screen when you have successfully requested your recommendation

Once you hit send, you should see a confirmation message showing your email was sent. Your letter writer will receive an email containing the info you provided with your request, along with instructions for submitting the completed document to Interfolio.

**NEW RECOMMENDATION REQUEST**  
FROM JOSHUA SNOW

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**THANK YOU!**

You successfully requested a recommendation. Your letter writer will receive an email containing the information you provided in your specific request, along with instructions for submitting the completed document to Interfolio.

[RETURN TO YOUR DOSSIER](#)

## If you choose to send a print request:

### Select "Print Request Form" and click "Complete Request"

**NEW RECOMMENDATION REQUEST**  
FROM JOSHUA SNOW

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**GENERAL INFORMATION**

NAME \*    Dr.    Elvin    Jonas

EMAIL ADDRESS \*    ej@demo.edu

DOCUMENT TITLE \*    Recommendation from E. Jonas

CONFIDENTIALITY     This request is for a confidential letter or evaluation

REQUEST METHOD \*     Email     Print Request Form

**INFORMATION FOR A PRINT REQUEST FORM**

After selecting to complete your request, you will download a cover sheet to provide to your letter writer.

[COMPLETE REQUEST](#)    [CANCEL](#)

**BEGIN YOUR LETTER REQUEST**  
Please include the name and email address of your recommender so we can be sure to verify the document when it is received. Include a title so that you can identify the document when it appears in your Dossier.

**CONFIDENTIAL DOCUMENTS**  
By requesting a confidential document, I acknowledge that under the Family Educational Rights and Privacy Act of 1974, it is my right to have access to letters of recommendation written on my behalf. It is my desire that this letter be written in confidence. Therefore, I waive all rights of access to this letter.

## Click "Download Request Form," to download and print a cover sheet (pdf) to give to your letter writer

You will need to download a cover sheet and give it your letter writer. After the letter is mailed to us, we will check it, scan it in, and upload it your Dossier where it will available for you to use.

## NEW RECOMMENDATION REQUEST

FROM JOSHUA SNOW

### THANK YOU!





You successfully requested a recommendation. Please download the cover sheet and give it to your letter writer. After your letter writer mails a letter to us, we scan it and perform quality checks, then upload it to your Dossier where it will be available for you to use.


 [DOWNLOAD REQUEST FORM](#)

[RETURN TO YOUR DOSSIER](#)

**Requests will appear in your Dossier with the status "Requested" until we receive the letter**




All Materials (19) [Add File](#) [Filter](#)


<input type="checkbox"/>	Title 	Type 	Status 
<input type="checkbox"/>	<a href="#">Recommendation from D. Little for Assistant Professor of 20th Century Music</a> <input type="text" value="NONE"/> 	Confidential Letter of Recommendation or Evaluation	Requested Jul 12, 2016 at 3:20 PM



**If you need to resend a request**

**Click the title of the requested document**

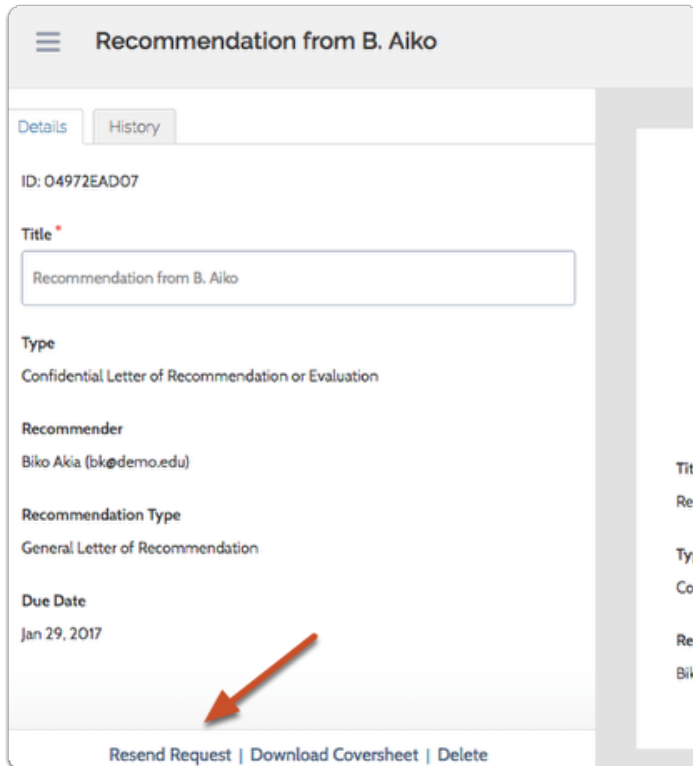
<input type="checkbox"/>	<a href="#">Cover Letter</a> <input type="text" value="NONE"/> 	Cover Letter	Received Apr 14, 2016 at 4:06 PM
<input type="checkbox"/>	<a href="#">Recommendation from S. Clark</a> <input type="text" value="NONE"/> 	Confidential Letter of Recommendation or Evaluation	Requested Oct 7, 2015 at 2:14 PM
<input type="checkbox"/>	<a href="#">J. Snow - International Transcripts</a> <input type="text" value="NONE"/> 	Transcript	Not Received Sep 29, 2015 at 8:03 AM



## Click "Resend Request" at the bottom left of the Request Details window

We will resend the original letter request to your letter writer with a link to submit your letter of recommendation.

💡 You may need to make sure your letter writer checks their spam folder. To ensure delivery, the letter writer can add [help@interfolio.com](mailto:help@interfolio.com) to their contacts.



Recommendation from B. Aiko

Details History

ID: 04972EAD07

Title \*

Recommendation from B. Aiko

Type

Confidential Letter of Recommendation or Evaluation

Recommender

Biko Akia (bki@demo.edu)

Recommendation Type

General Letter of Recommendation

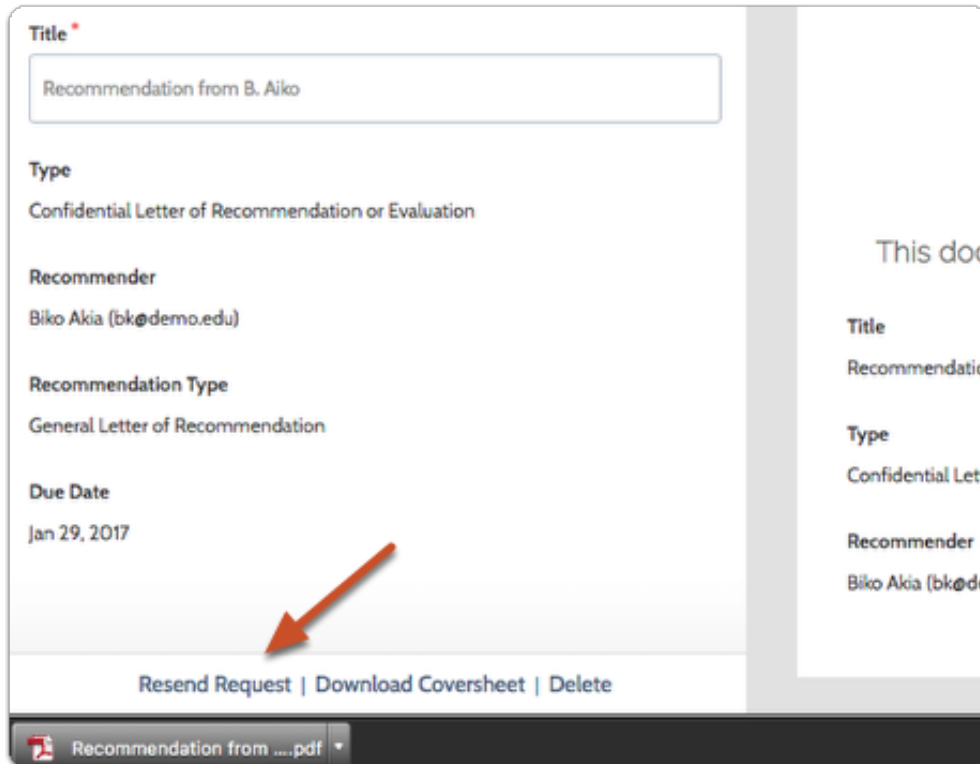
Due Date

Jan 29, 2017

Resend Request | Download Coversheet | Delete



## If you need to resend a request in printed form, click "Download Cover Sheet"





The screenshot shows a web interface for a recommendation request. The main form on the left contains the following fields:

- Title \***: Recommendation from B. Aiko
- Type**: Confidential Letter of Recommendation or Evaluation
- Recommender**: Biko Akia (bik@demo.edu)
- Recommendation Type**: General Letter of Recommendation
- Due Date**: Jan 29, 2017

At the bottom of the form, there are three buttons: "Resend Request", "Download Coversheet", and "Delete". A red arrow points to the "Download Coversheet" button. To the right, a preview of the document is visible, showing the same information as the form. Below the form, a PDF viewer shows the file "Recommendation from ...pdf".

## Print the downloaded document request form and send it to your letter writer

-  Your letter writer will need to include this form as a cover sheet when they mail the recommendation to Interfolio.
-  Once we receive your recommendation we will scan it and upload it to your Dossier where it will be available for you use.

# Document Request

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Request from: Joshua Snow      Document title: Recommendation from D. Oom for Assistant Professor of American Literature  
Request date: 04/14/2016      Document ID: 634297-D729

**CONFIDENTIAL RIGHTS WAIVER**

By creating this form, I acknowledge that under the Family Educational Rights and Privacy Act of 1974, it is my right to have access to letters of recommendation written on my behalf. However, I also understand that letters submitted in confidence may carry greater weight.

It is my desire that this letter be written in confidence and therefore I waive all rights of access to this letter.

*Digitally signed by Joshua Snow on 4/14/16*

**Mail a Paper Copy of Your Letter to Interfolio**

1. Print and sign your letter. Please address your letter to the ultimate recipient or to a generic recipient, and not to Interfolio.
2. Place the document and this form, without staples or paper clips, in an envelope addressed to Interfolio:

Interfolio, Inc.  
1025 Connecticut Ave NW #1103  
Washington, DC 20036