

# GRADUATE PROGRAM APPLICATION

## APPLICANT GUIDE



SAN DIEGO STATE  
UNIVERSITY

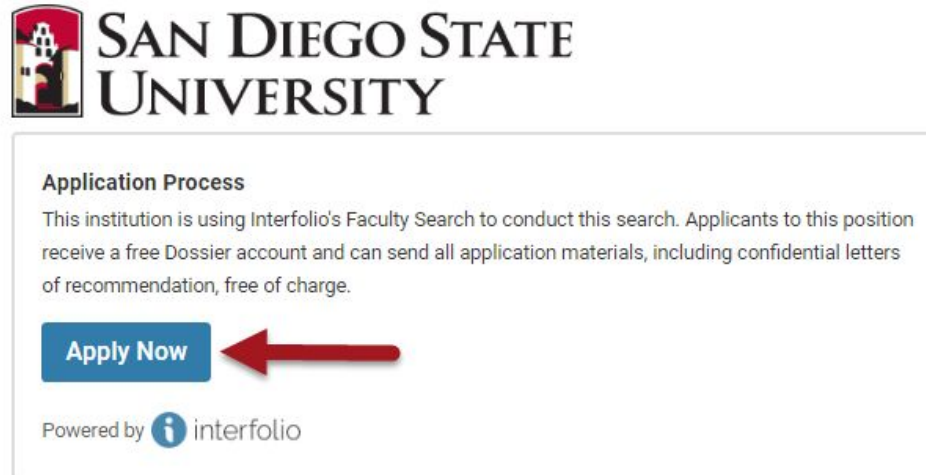
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# 1.1 - Getting Started: Introduction Page


- To find the link to your program's Interfolio application, please visit your program website, the [Interfolio Applications page](#), or search the list of [open graduate program applications](#).



**SAN DIEGO STATE UNIVERSITY**

**Application Process**  
This institution is using Interfolio's Faculty Search to conduct this search. Applicants to this position receive a free Dossier account and can send all application materials, including confidential letters of recommendation, free of charge.

**Apply Now**

Powered by  interfolio

- Once you you arrive at the Interfolio introduction page, click on the **Apply Now** button to get started.

# 1.2 - Getting Started: Logging in

Already have an Interfolio account?

You can sign in with your account information

New to interfolio?

Click **Create an account**

**\*Please use the same name and email address used for your Cal State Apply application.**

The screenshot shows the Interfolio login interface. At the top is the Interfolio logo. Below it is the 'Sign In' heading. The 'Sign in with email' section contains an 'Email \*' field with the placeholder 'Enter Email', a 'Password \*' field with the placeholder 'Enter Password', and a blue 'Sign In' button. A red callout box with the text 'SIGN IN (RETURNING USER)' is positioned over the email field. Below the password field is a link for 'Forgot your password?'. At the bottom, under the heading 'Don't have an account?', there is a link for 'Create an account' and a red callout box with the text 'CREATE AN ACCOUNT' and an arrow pointing to the link.

# 1.3 - Getting Started: Application Navigation

- Sections can be completed in **any order**
- Work saves automatically in Interfolio

The screenshot shows a web application interface for document management. On the left, there are sections for 'Personal Statement', 'Resume', and 'Confidential Letter of Recommendation or Evaluation'. Each section has a status indicator (e.g., '1 Required | 0 Added') and an 'Add File' button. On the right, there is an 'Application Steps' sidebar with a list of steps: 1 Documents (with a red exclamation mark), 2 Personal Information, 3 Forms (with a red exclamation mark), Confidential Demographics (with a red exclamation mark), Application Process Checklist, Document Checklist, Contact Information, Program Questions, and 4 Review. At the bottom, there are 'Next >' and 'Return To Review' buttons.

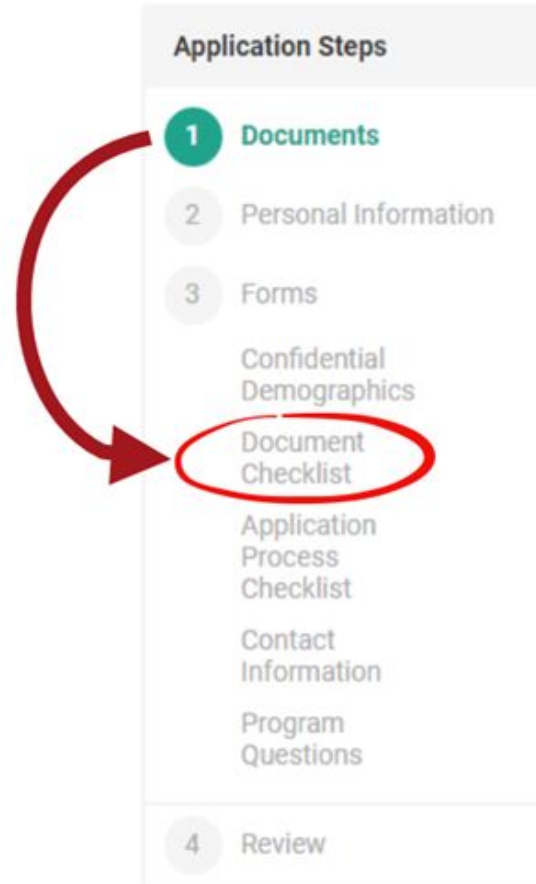
**1 Active Window**  
This area will show the section you are currently working on.

**2 Application Steps Menu**  
Use this to navigate through the application requirements.

**3 Review**  
Go here to review the requirements and check if anything is missing before you submit.

## 2 - Documents

- Click on the **Document Checklist** under the Forms section for detailed description and instructions for the documents
- **Please note:** Not all programs have document checklists. If you have any questions about what materials are required, please contact the program directly.



# 2.1 - Documents: Document Checklist

- To keep track, you can check off the documents as you upload them
- Review the criteria and instructions for uploading for each document here



**Document Uploads \***  
Please indicate which documents you have included in your application.

- Statement of Purpose (Required)
- Resume/CV (Required)
- Letter of Recommendation Requests (3 Required; 2 additional optional)

**Required Documents**

**STATEMENT OF PURPOSE**

In the **Documents** section, under **Personal Statement**, please upload your Statement of Purpose.

Please write a 500 word essay describing your interest in the Engineering Joint Doctoral Program. Make sure to address any previous academic and professional experience, research goals, and what you plan to do with a doctoral degree in the future.

We recommend uploading the document in PDF format.

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**RESUME/CV**

In the **Documents** section, under **Resume**, please upload your Resume/CV.

We recommend uploading the document in PDF format.

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**LETTERS OF RECOMMENDATION**

Three letters of recommendation are required. Two additional letters of recommendation are optional.

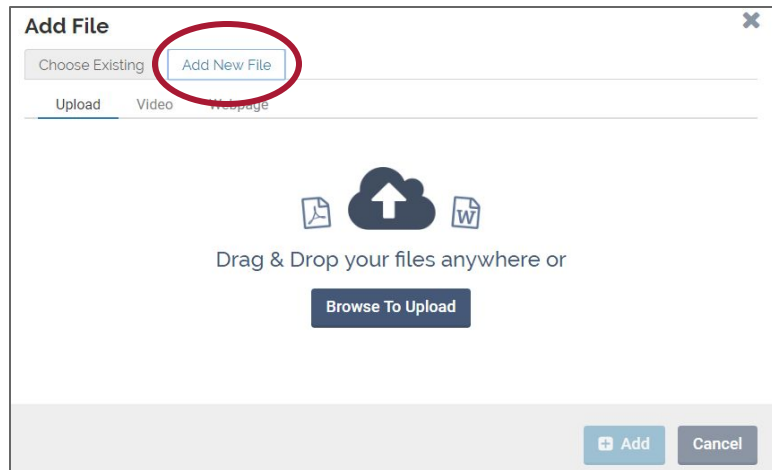
In the **Documents** section, under **Confidential Letter of Recommendation or Evaluation**, please use the **Request a Recommendation** function to request three letters of recommendation.

# 2.2 - Documents: Uploading Files

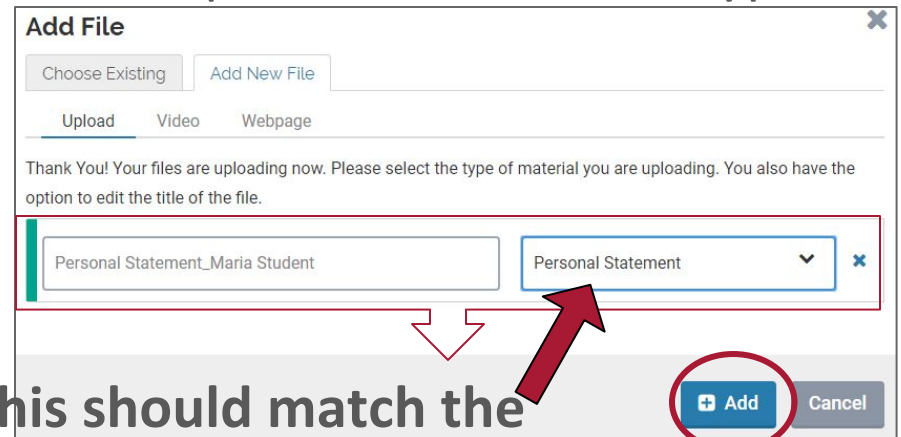
## 1. Click 'Add File'



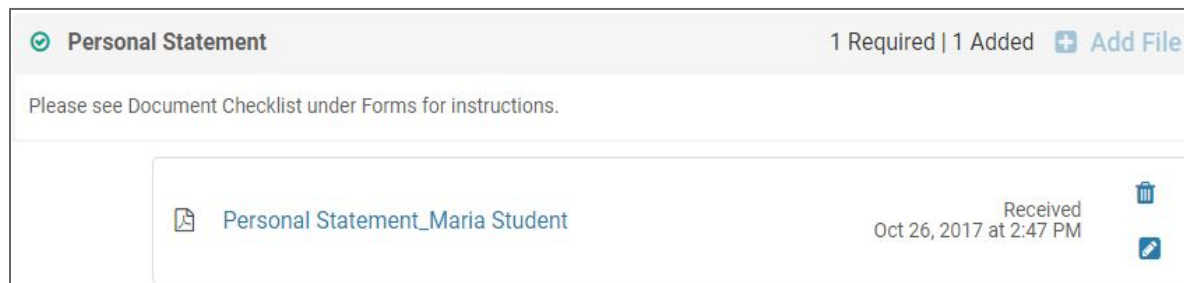
## 2. Select 'Add New File' tab



## 3. Upload PDF & Select Type



This should match the category of the document



It may take a while to convert to 'Received'.



## 2.3 - Documents: Letters of Recommendation

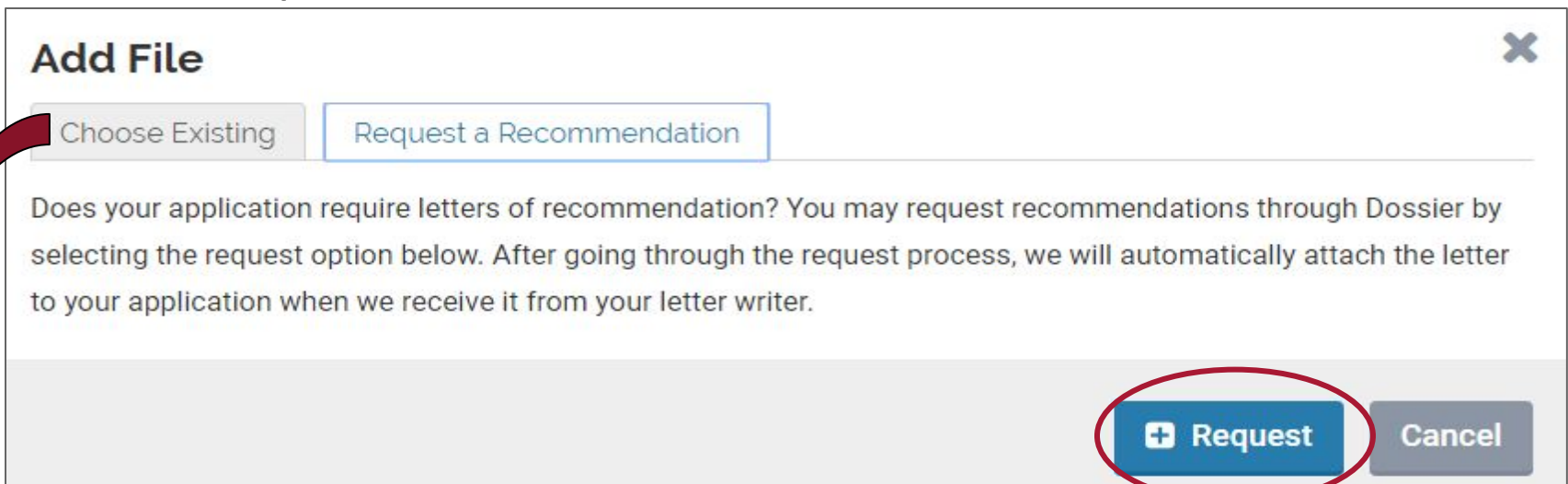
### 1. Click 'Add File'



🔒 Confidential Letter of Recommendation or Evaluation 3 Required | 0 Added **+ Add File**

Please see Document Checklist under Forms for instructions.

### 2. Click 'Request a Recommendation'



**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

For those who already have an Interfolio Dossier with confidential Letters of Recommendation – Select the “Choose Existing” tab.

# 2.3 - Documents: Letters of Recommendation

## 3. Add recommender info to the form

\* Indicates fields that autopopulate. They can be edited but **we recommend keeping the defaults as-is.**

### General Information

Please enter the name or email address to select your recommender(s) below. If they are not in your contact list, please [add them](#) to your list of contacts now.

Position: Example Program - For Testing Purposes Only, San Diego State University-Graduate  
Confidential Letter of Recommendation or Evaluation (2 required)

### Recommender

John Doe

Enter the name and email address of your recommender below to add a contact. After you add them you don't have to enter this information again when requesting a recommendation from this person.

Title  First Name  Last Name \*

Email Address \*

### 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.

Due Date \*

Recommendation Type \*  
 General Recommendation  Specific Request

Description \*  
 Website  Text Description

### Message To Recommender \*

**B** *I* X

Dear %RecommenderName%.

I am using Interfolio to request and manage my letters of recommendation for Example Program - For Testing Purposes Only at San Diego State University-Graduate. If you want to know more, a description of the opportunity is available on this page <https://apply.interfolio.com/46931>. Select the Upload Letter option to see my entire request including any additional details. Please don't hesitate to contact me at [JohnDoe@gmail.com](mailto:JohnDoe@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,

body

Note: %RecommenderName% will be replaced with your letter writer's name when the email is sent.

### Supporting Materials

The supporting materials below will be viewable to your letter writer. Your letter writer will see them in the order shown below.

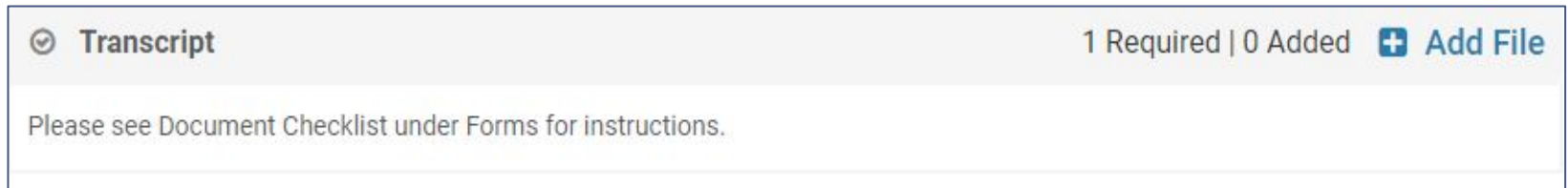
You have not added any materials yet.

Once you upload your CV/Resume or other documents they will appear here. This is optional.

Once you select "Send Request" your recommender will receive an email from Interfolio.

## 2.4 - Documents: Transcripts (if required)

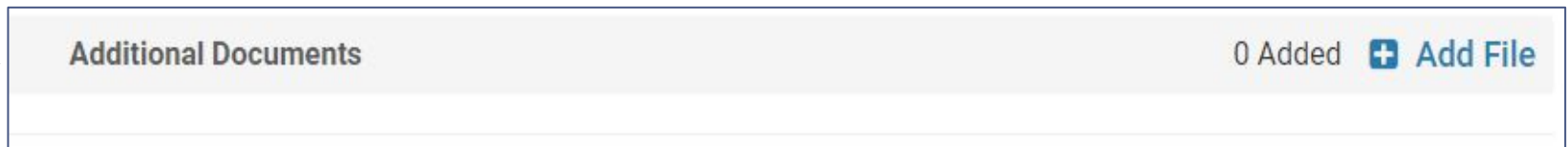
If required for your program application, upload an unofficial transcript for your **MOST RECENT** college/university attended under the 'Transcript' section



Transcript 1 Required | 0 Added [+ Add File](#)

Please see Document Checklist under Forms for instructions.


Upload unofficial transcripts for **ALL OTHER** colleges/universities attended in the Documents section, under Additional Documents.



Additional Documents 0 Added [+ Add File](#)

**NOTE:** Uploading unofficial copies of your transcripts here is not a substitute for sending official transcripts to the SDSU Office of Graduate Admissions.

## 2.5 - Documents: Additional Documents

Additional Documents 0 Added  Add File

The Additional Documents section should only be used as directed in your application's 'Document Checklist' section under forms. You may be directed to provide the following here:

- Optional letters of recommendation (if applicable)
- Employment, coursework, research experience or volunteer forms (if applicable)
- TOEFL Scorecard (if applicable)
- Other documents outlined by the program

**DO NOT upload documents not stipulated in the Document Checklist section.**

# 3 - Personal Information

## Name & Address

[Edit](#)

Lynsey Miller  
6363 Alvarado Court  
San Diego, CA 92120  
US

This information will auto-populate from the Account Profile you created. You can still edit if needed.

## Education

**Highest Degree Earned \***

— Select a Degree —

Please select the highest degree you've been granted.

**Receiving Institution \***

Ex. Interfolio University

Please enter the name of institution you attended.

**Date Earned \***

MMM D, YYYY

Please select the date your degree was granted.

I prefer not to disclose my educational information.

[< Prev](#) [Next >](#) [Return To Review](#)

## Application Steps

- 1 Documents
- 2 Personal Information**
- 3 Forms
  - Confidential Demographics
  - Document Checklist
  - Application Process Checklist - Clinical Psychology (PhD)
  - Contact Information
  - Program Questions
  - Education History
  - GRE Test Scores
  - English Language Proficiency
- 4 Review

# 4 - Forms

- Forms can be completed in any order

## Confidential Demographics

This form is used to collect demographic information about applicants.

**This data is used for reporting purposes only. Responses will be accessible only by administrators and your responses are not visible to reviewers.**

### Gender \*

- Male
- Female
- I prefer not to disclose

Enter another response...

### Date of Birth

### Application Steps

1 Documents 

2 Personal Information

**3 Forms**

Confidential Demographics

Document Checklist

Application Process Checklist

Contact Information

Program Questions

4 Review

# 5 - Review and Submit

**Application Steps**

- 1 Documents ✓
- 2 Personal Information ✓
- 3 Forms
  - Confidential Demographics ✓
  - Document Checklist ✓
  - Application Process Checklist ✓
  - Contact Information ✓
  - Program Questions ✓
  - Education History ✓
  - GRE Test Scores ✓
  - English Language Proficiency ✓

**4 Review**

**Forms**  
8 Included

- ✓ Confidential Demographics [Edit](#)
- ✓ Document Checklist [Edit](#)
- ✓ Application Process Checklist [Edit](#)
- ✓ Contact Information [Edit](#)
- ✓ Program Questions [Edit](#)
- ✓ Education History [Edit](#)
- ✓ GRE Test Scores [Edit](#)
- ✓ English Language Proficiency [Edit](#)

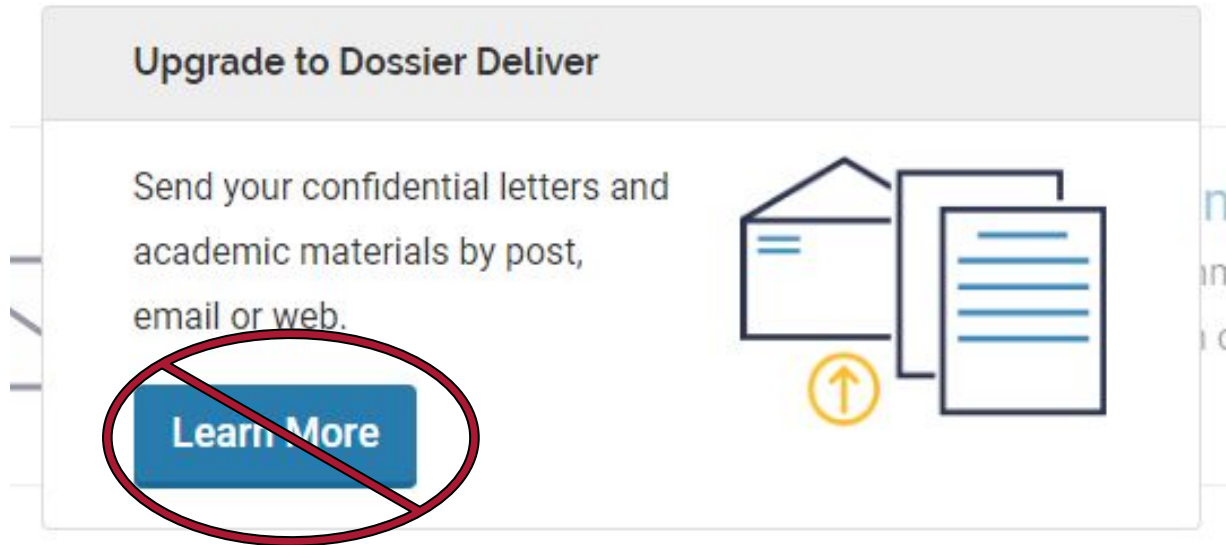
[Submit Delivery](#) [Back to Deliveries](#)

- Select the “Review” button to preview your application then select “Submit Delivery”.
- PLEASE NOTE: Once you click submit, you will no longer be able to edit your application.



# 5 - Review and Submit

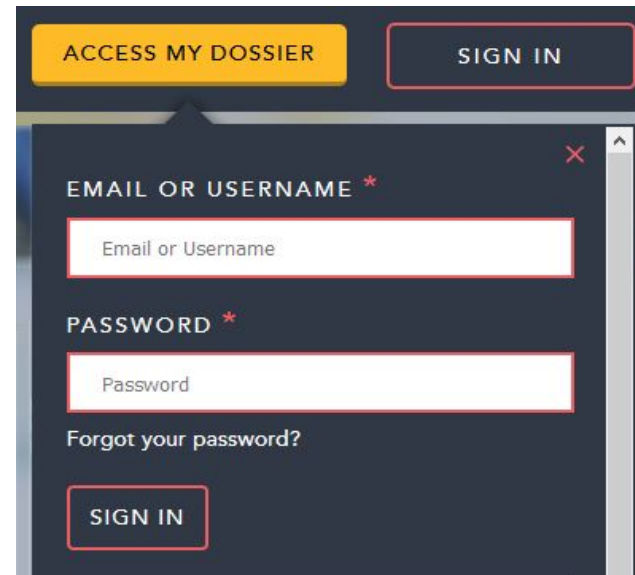
- After submitting the application, you may be prompted to upgrade to Dossier Deliver. **You do not need to upgrade to this product.** These messages should be ignored.





# 6 - Returning to Your Application

- Return to your application by going to [Interfolio.com](https://interfolio.com), click **Access My Dossier** and enter your login credentials



The screenshot displays a dark-themed login interface. At the top, there are two buttons: a yellow 'ACCESS MY DOSSIER' button and a dark 'SIGN IN' button. Below these is a modal window with a close button (red 'X') and a scroll bar. The modal contains the following elements:

- A label 'EMAIL OR USERNAME \*' above a white input field containing the placeholder text 'Email or Username'.
- A label 'PASSWORD \*' above a white input field containing the placeholder text 'Password'.
- A link 'Forgot your password?' below the password field.
- A dark 'SIGN IN' button at the bottom of the modal.

# 6.1 - Dossier

The Dossier is Interfolio's way of organizing your application materials.





1. **Deliveries** - This is where your program application(s) is found. You can view the status of the application, edit (if not yet submitted), or withdraw your application there.
2. **Letters** - View the status of your letters of recommendation and re-send requests.
3. **Materials** - All your documents are saved here and can be easily applied to other applications, if necessary.
4. **Deliveries** - Dashboard shortcut to your applications. You can see if you have any in progress -- REMEMBER: your program cannot view your application until you submit.
5. **Letters of Recommendation** - Dashboard shortcut to your letters of recommendation.

The screenshot shows the Interfolio Dossier dashboard. On the left is a navigation menu with the following items: Home, Deliveries (with a red circle containing the number 1), Letters (with a red circle containing the number 2), Materials (with a red circle containing the number 3), Collections, and Shared with Me. The main content area is titled "Dossier" and contains two summary cards. The first card, titled "Deliveries", shows "2 in progress" and has a red circle with the number 4 next to it. The second card, titled "My Letters of Rec.", shows "1 not received" and has a red circle with the number 5 next to it.

# 6.2 - Deliveries

In Progress

In Progress Applications

Recipient	Status	Notes	Type	Actions
 San Diego State University-Graduate: Fowler College of Business: Accountancy: Accountancy (MS) Accountancy (MS) - Spring 2019	In Progress 	Accepting Applications Due Nov 15, 2018 by 11:59 PM ET	Interfolio-host Position	 Edit    Delete

Sent Deliveries

Submitted applications

Recipient	Status	Notes	Type	Actions
 San Diego State University-Graduate: College of Health and Human Services: Speech, Language, and Hearing Sciences (SLHS): Language and Communicative Disorders (PhD) Language and Communicative Disorders (PhD)	Complete (Pending Letters)	Due Jan 12, 2018 by 11:59 PM ET	Interfolio-hosted Position	 Review

You can view your in-progress and submitted applications here.

1. Edit in-progress applications
2. Delete in-progress applications.
3. Review submitted applications

**NOTE:** New applications **should not** be started through the New Delivery button on this page. Instead, find the appropriate Interfolio application [here](#).

# 6.3 - Materials

- All your documents are saved here and can be easily applied to other applications, if necessary.
- **NOTE:** Do not request letters of recommendations from this page. Instead, do so from within the application.

**My Materials**

All Materials (12)

search Filter View Archived Materials Add Files

<input type="checkbox"/>	Title	Type	Status
<input type="checkbox"/>	gre-score-report-printout None +	Test Score	Received Dec 4, 2017 at 1:20 PM
<input type="checkbox"/>	transcript None +	Transcript	Received Dec 4, 2017 at 1:19 PM
<input type="checkbox"/>	Personal Statement Test None +	Personal Statement	Received Dec 4, 2017 at 1:14 PM
<input type="checkbox"/>	Recommendation from D. Davila for SDSU/UCSD Joint Doctoral Program in Clinical Psychology - Fall 2018 None +	Confidential Letter of Recommendation or Evaluation	Completed Oct 25, 2017 at 11:38 AM

Do **not** request a recommendation from here.

Request Recommendation

# 6.4 - Letters

- View the status of your letters of recommendation and re-send requests. **NOTE:** new letters of recommendation should not be requested from this section, rather, they should be requested from within the program application.

## Letters

[+ Request a Letter](#)

My Letters of Recommendation | Letters to Write

These are letters of recommendation that you have asked others to write.

Status: All | Letter Title: Enter keywords

Letter Title	Status	Type	Actions
Recommendation from T. Recommender for Engineering Sciences (PhD) - Fall 2018	Requested Nov 16, 2017 at 12:41 PM	Confidential Letter of Recommendation or Evaluation	<a href="#">Re-send Request</a>   <a href="#">View Details</a> ID: 8EDE7A6C8A
Recommendation from T. Recommender for Engineering Sciences (PhD) - Fall 2018	Requested Nov 16, 2017 at 12:40 PM	Confidential Letter of Recommendation or Evaluation	<a href="#">Re-send Request</a>   <a href="#">View Details</a> ID: 47389001CE
Recommendation from T. Recommender for Engineering Sciences (PhD) - Fall 2018	Requested Nov 16, 2017 at 12:35 PM	Confidential Letter of Recommendation or Evaluation	<a href="#">Re-send Request</a>   <a href="#">View Details</a> ID: C1FAC18BD4

# 7 - Help Resources

## Interfolio Questions

- For help signing up, accessing your Interfolio account, or submitting your application, please visit the [help and support](#) section or get in touch via email at [help@interfolio.com](mailto:help@interfolio.com) or phone at (877) 997-8807.

## Program Application Questions

- For any questions or concerns regarding the Supplemental Program Application, please visit the program application [help page](#) or contact the department directly.

## Graduate Admissions Questions

- For questions about Cal State Apply or general admission documents (e.g. official transcripts, GRE scores, etc.), please see the [Graduate Admissions site](#) or contact them at (619) 594-6336 or by email at [admissions@sdsu.edu](mailto:admissions@sdsu.edu). International applicants may contact the International Student Center at (619) 594-0770 or [intl\\_admissions@sdsu.edu](mailto:intl_admissions@sdsu.edu).