

Interfolio Instructions for Recommendation Writers

- **What is *Interfolio*?**

Interfolio is an online credential file service that allows students and alumni to create an electronic portfolio that they can manage themselves online. Portfolios can include letters of recommendation, curriculum vitae, writing samples, dissertation abstracts, teaching certifications, student evaluations, and more.

- **What are the benefits of having an *Interfolio* credential file?**

Students and Alumni will now have access to their credential files online 24 hours a day. Increased access reinforces a strong self-managed career development process, and gives students and alumni the best tools to meet application deadlines.

- **What are the benefits for recommendation writers?**

Interfolio provides free recommendation writer accounts that allow writers to submit letters electronically. For those writers who are not comfortable with this technology, *Interfolio* accepts recommendation letters by mail and fax. Documents submitted on paper are automatically scanned and uploaded into the file holder's account within 1-3 business days. The free recommendation writer accounts also allow writers to have all their letters in one place, where they can reference and access them from any computer.

- **How do I sign up for a free Recommendation Writer account?**

Visit www.interfolio.com. At the top of the home page, click on the tab that says "Recommendation Writers". Click on the tab that says "Sign up here" and fill in your personal information, creating your own personal username and password. Be sure to choose "University of Rochester- Eastman School of Music" in the School/Institution Affiliation field.



Signup

Account Type *	<input type="radio"/> 5 year account - includes 3 free mailings - \$45.00 <input type="radio"/> 1 year account - \$15.00 <input type="radio"/> Interfolio Recommendation Writer - Free <input type="radio"/> Special Offer Code
First name *	<input type="text"/>
Last name *	<input type="text"/>
Address *	<input type="text"/>
Address 2	<input type="text"/>
City *	<input type="text"/>
State *	--
Zip *	<input type="text"/>
Country	USA
Telephone	<input type="text"/>
Terms of Service *	<input type="checkbox"/> Yes, I agree to the Terms of Service
Affiliation *	<input type="text"/>
Graduation Year	2013
Email *	<small>This will serve as your username</small> <input type="text"/>
Password *	<small>Please choose a password at least six characters long</small> <input type="text"/>
Re-type Password *	<input type="text"/>
How did you find out about Interfolio?	<input type="text"/> My college or university <input type="text"/> A friend or colleague <input type="text"/> A recommendation writer <input type="text"/> A professor or other advisor <input type="text"/> Other:

Mailing Address: 26 Gibbs Street, Rochester, NY 14604

Office Location: 25 Gibbs Street, Miller Center, 1st Floor

Ph. (585) 274-1210 • Fax (585) 274-1047 • careers@esm.rochester.edu • www.esm.rochester.edu/careers

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- **I have been asked to write a letter of recommendation. How do I submit it to *Interfolio*?**

When a student asks you to submit a letter of recommendation to Interfolio, they will give you a piece of paper that looks like this:



Interfolio Document Request

Request from: John Podvin Document title: Letter of Rec from Prof. Smith
Request date: 10/31/2007 Document ID: 482811

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 John Podvin on 1/22/07

Select one of the following options to submit your letter to Interfolio:

Upload an Electronic Document to interfolio.com

1. Create a free Interfolio account at www.interfolio.com. (If you already have an account, please login.)
2. On the Write Recommendations page, enter the document id: **482811**
3. Browse for your document and upload it.

OR

Mail a Paper Copy of Your Letter to Interfolio

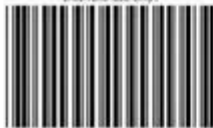
1. Print and sign your letter or document
2. Print this form
3. Place the document and this form, without staples or paper clips, in an envelope addressed to Interfolio:

Interfolio, Inc.
1900 L Street, NW #603
Washington, DC 20036

482811 ← Document ID #

About Interfolio
Interfolio is an online document management service that allows fileholders to request, store, and deliver letters of recommendation and other important files. The contents of confidential letters of recommendation will never be revealed to the fileholder.
For more information about Interfolio's fees, secure letter writer service, please visit:
<http://interfolio.com/recommendationwriters/>

Interfolio use only:



Or you will get an *email* that reads like this:

Dear Professor Ricker

I am pursuing an opportunity that requires that I provide a letter of recommendation written about me by someone who knows me and my work. I am writing to request your assistance in that regard.

Thank You,
John Smith

HOW TO SUBMIT A LETTER TO INTERFOLIO

To upload this letter for John Podvin, simply pull up the John's document list, find the document with ID number below and click "Upload". [Click here to log in.](#)

Document ID: A791E8

Don't see a link above? Try here:

<http://interfolio.com/63uxjl.cfm>

ABOUT INTERFOLIO

Interfolio is an online document management service that allows fileholders to request, manage and send letters of recommendation from writers. The contents of confidential letters of recommendation will never be revealed to the fileholder.

This document includes the following instructions on the ways for you to submit letters of recommendation:

1. Electronically
2. By mail

Electronically

You will need a free *Interfolio* recommendation writer account to upload letters electronically. If you do not yet have an account, visit www.interfolio.com to create your free account. Once you have a writer account, follow these steps to add a letter

1. Login to your account
2. Click "Add a recommendation for a file holder"
3. Type in the 6-character document identification code located at the bottom of the recommendation cover sheet you received from individual who has asked you to write a recommendation. This cover sheet will tell you whether or not the individual has waived or retained his/her right to view and read your letter.
4. Verify the individual for whom you are about to upload a letter
5. Click the button labeled "Browse" and select the recommendation letter you have written from your computer
6. The letter will upload, and in approximately 2 minutes and will be converted it to an Adobe Acrobat PDF file. Please click on the converted file once it has appeared in your account to verify its accuracy. If there is a problem, please contact Interfolio customer support at help@interfolio.com so they may assist you

By Mail

1. Print your letter (please use letterhead if it is available)
2. Sign your letter
3. Mail the recommendation cover sheet (that should be sent to you by the file holder) and your letter (using no staples, tape, or paper clips) to:

If by mail or FedEx: Interfolio, Inc. Expedited Processing Center, 1900 L Street NW, Suite #603, Washington, DC 20036

Mailing Address: 26 Gibbs Street, Rochester, NY 14604

Office Location: 25 Gibbs Street, Miller Center, 1st Floor

Ph. (585) 274-1210 • Fax (585) 274-1047 • careers@esm.rochester.edu • www.esm.rochester.edu/careers

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- **How do I add my signature to an electronic document? Use Fax2Sig!**

Fax2Sig is a free service offered to all registered recommendation writers that will convert your signature to an image file. Here are instructions on how to create and use your electronic signature:

1. Log into your free recommendation writer account. Click the Fax2Sig link on your homepage, and print the unique form that is generated. You will need Adobe Acrobat 3.0 to view and print this document.

Interfolio Fax2Sig
Get your electronic signature today!


Directions:

In order to facilitate submitting electronic letters of recommendation on behalf of candidates, Interfolio provides a free service to any qualified Recommendation Writer who registers with Interfolio. Once you receive your digital signature, you may use it on any letter of recommendation submitted to Interfolio. To receive a digital copy of your signature do the following:

1. Print this page.
2. Write your signature in the box below with a dark black pen. The best pen to use is a black felt-tip pen, however any black pen will suffice.
3. Fax this page only to our secure signature-processing center at: 202-318-7631. (Do NOT use a cover page - this will delay processing of your digital signature)
4. Ensure that the email in your Interfolio account is correct. We will process and upload the digital signature into your Interfolio account within 24 hours (our typical turn-around is only 15 minutes, but depending on volume, we may take up to 24 hours). You will receive an email when your signature is available.
5. The email will have instructions for retrieving and using your digital signature.
6. Once you receive your digital signature, store it on your personal computer, and treat it like you would any other confidential document you produce. You may add it instantly to any document by following the directions in our help desk. A link is conveniently provided on your settings tab, adjacent to the link to your signature.

Write your signature with a dark black pen within the interior box below.

Interfolio use only - DO NOT MODIFY - ecassano



2. Follow the steps on the form and fax it--without a coversheet-- to the Interfolio Fax2Sig Processing Center at 202-318-7631. Your signature will be available for download from your dashboard within 24 hours.
3. Log into your account and find the link on your dashboard under "Fax2Sig." PC users right-click and Mac users option-click on "Download your electronic signature." Choose "Save Target As" or "Save Link As", and save the file to your desktop or elsewhere on your personal computer.
4. Once you have your electronic signature, open the Microsoft Word Document that contains your letter of recommendation
5. Scroll through the document to your signature block. You will need 2-3 lines of white space between your final salutation (e.g. "Sincerely") and your name and title.
6. Click below your final salutation and above your name and title to place your cursor in the 2-3 lines of space
7. For Microsoft Word: From the Menu Bar, click the following menus: "Insert" -> "Picture" -> "From File." **Do not** cut and paste the image into the file, as this can result in images that will not display on other systems.

- **Is there electronic letterhead I can use when writing letters of recommendation?**

At this time, the Eastman School of Music does not offer electronic letterhead. Since Interfolio strongly suggests that letters of recommendation be submitted on letterhead, the Office of Careers and Professional development have created a Reference Form for your use. You can download this for from our website, www.esm.rochester.edu/careers.

- **Who do I contact if I have questions?**

<p>Institute for Music Leadership <i>Office of Careers and Professional Development</i> 25 Gibbs Street, Miller Center 1st Floor Phone: 274-1210 Fax: 274-1047 Office Hours: Monday – Friday, 9am-4pm</p>
<p><i>Erin Cassano</i>, Assistant Program Coordinator, IML Phone: 274-1210 Fax: 274-1047 ecassano@esm.rochester.edu</p>
<p>Interfolio Help Desk Toll Free: 1-877-77-FOLIO [1-877-773-6546] Phone: (202) 223-3358 Fax: (267) 295-8740 help@interfolio.com www.interfolio.com</p>