USING INTERFOLIO WITH ONLINE APPLICATIONS
(For Letters of Recommendation)

1. Log into your Interfolio account and click “Add Delivery”
   Hover over “Deliveries” and then click “Add Delivery”

2. ‘Find’ your destination & click “Upload App. To Website”
   After typing in the name of the Institution / Program to which you’re applying and locating its official link using the “Find” button, click “Upload Application to Website.”

3. Copy the “Document Email Address”
   Locate the letter(s) you want uploaded as part of your application, and copy their unique addresses.

4. Paste the address into the online form and submit
   Make sure you enter the correct mailing address, phone number, etc. for each individual recommender. Only the email address should pertain to Interfolio.

To avoid excessive charges, request all of the letters of rec for a single application at once!!