

GUIDE FOR USING INTERFOLIO

1. Create an account with Interfolio.

- The College of Wooster is partnering with Interfolio, a premier credential service, to facilitate our committee letter writing process and is subsidizing part of the cost to students. In order to receive the reduced rate of \$9.00 (versus \$19.00) and have a committee letter written on your behalf, all applicants requesting a committee letter **must** follow the steps below.
- All applicants who are requesting a committee letter need to contact the Pre-Health Advisor in the Office of Career Services at prehealth@wooster.edu to obtain the special Interfolio access information for The College of Wooster. Do **not** establish an account without using the special Wooster access info.
- Login using the special Wooster access.
- For “Terms of Service,” check off that you agree.
- Once you create your account, go to “Account Settings” and then “Edit my info” to include any of your relevant application ID numbers (AMCAS/AAMC, AADSAS, AACOMAS).

2. Request individual letters of recommendation.

- You may request up to five letters, but a minimum of three letters is required. Three of your letters should be from faculty. We recommend two letters from science faculty, one from non-science faculty, one character reference, and ideally one from a health-care professional.
- From your Interfolio homepage, click on the “Documents” tab at the top of the screen. Then click on the “Request Letter” tab.
- Select document type: “Confidential Letter of Recommendation.” Although you have the option to choose “Non-confidential letter of recommendation,” we always recommend that you choose the confidential letter option.
- Enter in the name of your recommender.
- You can either select to email the request or print a request form. Due to the frequency of email requests from Interfolio being blocked by spam filters, particularly at The College of Wooster, we recommend choosing the print option.
 - If you choose the email option, just click on “Request Letter.” Follow up to make sure your recommenders received it.
 - If you choose the print option, click on “Create placeholder and generate request form.” Choose the option to save it as a PDF. Either print it out and give/mail/fax the request form to your recommenders or send it as an attachment to an email. The form instructs your evaluator on how to submit their letter, which they can do online or by mail.

- You will receive an email when a letter has been uploaded into Interfolio to make it easy for you to monitor receipt of letters. All letters need to be in your account by June 1st. It is your responsibility to monitor receipt of letters and remind your letter writers if they have not submitted their letter by your deadline. We encourage you to give an earlier deadline to allow you time to ensure receipt of letters by the official June 1st deadline.

3. Interview with the Pre-Health Advising Committee in April.

- The following documents need to be in your Interfolio before your interview in April with the Pre-Health Advising Committee.
 - **Resume:** To upload, go to “My Documents,” click on “Add Document,” and select “Resume.” Give it the title of “Last Name Resume.” i.e. “Smith Resume”
 - **Unofficial transcript:** We do not require an official transcript. Instead, you can request an *unofficial*, electronic copy of your transcript from the Registrar’s Office, which is sent to you as a PDF. Once you receive it, to upload into Interfolio, go to “My Documents,” “Add Document,” and for “Document Type” select “Other.” Give it the title of “Last Name Transcript.” Do **NOT** select the transcript option under Document Type because that will generate a request form specifically for an official transcript. To have an official transcript submitted by the Registrar’s Office will cost \$4.00. There is no cost to request an unofficial transcript.

4. Complete your Interfolio account.

For your Interfolio account to be complete, you will need:

- **Three to five letters of evaluation.** To request, follow instructions in Step 2.
- **Resume:** You may replace the resume you uploaded by April 1st if needed. For example, you may want to update your resume if you have additional/new information you would like to add that would be good for the pre-health advising committee to know when writing the committee letter.
- **Personal Essay:** To upload, go to “My Documents,” “Add Document,” and select “Other Document.” Give it the title of “Last Name Personal Essay.”
- **Unofficial Transcript:** You will need to request a *new* transcript once your spring semester grades are in and upload it to Interfolio replacing the older transcript. Follow the instructions in Step 3.

5. Submit your application to medical or dental school.

6. Officially request your Wooster Committee Cover Letter.

- Do **NOT** request your Wooster committee letter until you have submitted your medical or dental school application and your Interfolio account is complete.

- Send an email to prehealth@wooster.edu stating you have applied and supply your application ID number(s). If applying to AMCAS, you will also need to provide the AMCAS letter ID. For AADSAS applicants, once you submit your application, an email will automatically be sent to us requesting your committee letter. However, you should still send an email to us yourself.

7. Send out your letters to the professional schools.

Once all of your letters are in your Interfolio account and we have uploaded your committee letter, it is up to you to send out your letter(s) to the schools you are applying to via Interfolio.

- From your Interfolio homepage, go to the “Deliveries” tab at the top of the screen. Click on “Add a Delivery” and continue to follow the instructions.
- From your stored documents in Interfolio, you can select which documents you want sent out for a particular delivery. You can change the order of documents by using the blue arrows.
- Although the option is available to submit the composite committee letter from Wooster along with all of the supporting individual letters to medical schools, you are **strongly** encouraged to just send the composite committee letter by itself as that has been Wooster’s policy/practice. If you want to submit one or more of the individual letters of recommendation along with the committee letter, it is **highly recommended** that you meet with the Pre-Health Advisor in Career Services, who can see the content of letters, to determine if this is the best strategy.
- The fastest option for sending out your letters to the professional schools and services is the **electronic** option. Most schools will accept your letters electronically from Interfolio. However, if a school will not accept letters of evaluation electronically from Interfolio, you will be given several different postal mailing options to select from. There is a cost of \$6.00 per delivery.
- **AMCAS Applicants:**
 - The majority of medical schools participate in the AMCAS letter service. Make sure you accurately and fully complete Section 6 of your AMCAS application, which includes generating a letter request form for each letter and assigning letters to each medical school to which you are applying.
 - In Interfolio, for any of the medical schools that participate in the AMCAS letter service, you just need to select “AMCAS” as the receiving institution (one delivery). AMCAS will make it available to all the participating schools to which you applied and assigned the letter. **Important!** Please note that there are a few medical schools that do not participate in the AMCAS letter service, which will require that you set up another delivery in Interfolio and select the name of the individual medical school.
 - After selecting the letters you want delivered (which in most cases will be just the Wooster committee letter) and selecting your AMCAS ID, click “check out.” You will be asked to type in the AMCAS Letter ID number for each letter you are sending. The letter ID is found on the Letter Request Form you generated in Section Six of your AMCAS application. (You do not need to submit the actual letter request form.)

- **AACOMAS Applicants:**

- Set up separate mail deliveries of your committee letter via Interfolio to each of the medical schools to which you are applying.

- **AADSAS Applicants:**

- AADSAS Applicants will **not** be using Interfolio to deliver their committee letter. Instead, follow these instructions:
 - In the AADSAS application, select “Electronic” as the Reference Type.
 - Select “WAIVE your right of access” to see your letters (this means they are confidential)
 - Enter in the Reference title/name
 - For “Is this a committee letter,” select YES
- After we have received the AADSAS official request for the committee letter, we will submit the Committee Letter directly to AADSAS.