
Interfolio Letters of Reference File Service

Interfolio is an online credentials management service that is available to Clark University students and alumni. It allows individuals to create and self-manage a portfolio of their credentials, including confidential and non-confidential letters of recommendation, writing samples, and evaluations.

Interfolio is most useful for students who plan to apply to graduate school a year or more after finishing their degree at Clark and want a safe place to store recommendations in the interim. Students and alumni always have the option of asking their references to send recommendation letters directly to graduate programs. In many cases this is preferable in order to allow the recommendation to be tailored to the specific program to which the student is applying.

Interfolio's internet service allows you to build an internet portfolio - a complete file of all your credentials - where you can store items such as:

- Confidential letters of recommendation
- Curriculum Vitae
- Writing samples
- Dissertation abstract
- Supervising teacher evaluation
- Student & peer evaluations
- Transcripts - from all of your degrees
- Anything else that you need to complete your search

What You Get:

24 hour access: The system is available 24 hours a day, 7 days a week, from anywhere in the world so you can manage your job search when and where you want.

One package delivery: Interfolio allows you to put all the documents you need to apply in one package.

Targeted, customized deliveries: You can specify a unique set of documents for each delivery and specify the order in which your materials are packaged.

Self-managed files: With Interfolio you have control of your portfolio. You don't have to rely on others to make decisions about what documents are delivered on your behalf.

Fast Delivery: Interfolio sends every delivery within one business day of your request. If you need to meet a deadline, Interfolio can send express deliveries the same day (if you make the request by 2 PM EST).

Cost: There is a fee of \$19 per year to set up and maintain your file. Interfolio charges \$4 per electronic mailing and \$6 for each US Mail delivery of your materials.

Mailing address for paper document processing and overnight delivery:

Interfolio, Inc.
Paper Processing Center
1900 L Street NW Suite #603
Washington, DC 20036

Contact Interfolio

<http://www.interfolio.com/>
email: info@interfolio.com
Toll Free: 877-77-FOLIO