

# GRADUATE PROGRAM APPLICATION

## APPLICANT GUIDE



SAN DIEGO STATE  
UNIVERSITY

# IMPORTANT ANNOUNCEMENT

Decision Desk – the application software system for collecting supplemental, program-required materials for graduate applications – informed us in early October that they would be ending service. The SDSU team that supports Decision Desk immediately began the process to replace the Decision Desk graduate program application process with **a software system called Interfolio.**

As applications for each program become available in the Interfolio system, a link will become available the the program's page on the program application launch site [HERE](#).

If you started started a Decision Desk application, please see the Frequently Asked Questions [HERE](#).

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# 1 - Getting Started

- Check your program's program application launch page [HERE](#) to determine whether the Interfolio application is available
- Review the application instructions and deadline found there
- Click on the red button at the bottom of the page to begin application

**1: APPLY TO THE UNIVERSITY BY DECEMBER 15**

Apply to the university using [Cal State Apply](#).

**Please note:** After you apply, you will receive your SDSU Red ID -- Your Red ID is required to submit your program application.

If you have not received your Red ID within **10-15 business days** of applying, please contact [Graduate Admissions](#). Red IDs may be issued anywhere between 1 and 15 business days, depending on when you apply. We recommend submitting your Cal State Apply application as soon as possible to ensure you receive your Red ID on time.

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**2: SUBMIT OFFICIAL TEST SCORES AND TRANSCRIPTS BY JANUARY 12**

Official test scores and transcripts must be sent to Graduate Admissions.

Graduate Admissions  
San Diego State University  
5500 Campanile Drive  
San Diego, CA 92182-7416


SDSU Institution Code (GRE and TOEFL): **4682**


Further details can be found on the [Graduate Admissions website](#). You can check the status of your university application, official test scores and transcripts by logging into [SDSU WebPortal](#).

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**3: COMPLETE THE PROGRAM APPLICATION BY DECEMBER 15**

Complete the program application using Interfolio. Click on the button below to begin the program application.

**BEGIN PROGRAM APPLICATION**  Click to **BEGIN** application

If you've already started a program application in Interfolio, [click here](#) to **LOG BACK IN**  Click here to **LOG BACK IN**

# 1.1 - Getting Started: Introduction Page

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

Thank you for your interest in applying to the Marriage and Family Therapy (MS) program. Please carefully review the following steps to apply:

1. Apply to the university using [Cal State Apply](#). This will start your application process and you will receive an assigned Red ID (your SDSU student ID number). We recommend downloading and following step-by-step instructions in the [Marriage and Family Therapy CalState Apply Tutorial](#).
2. Send your official test scores and transcripts to SDSU Graduate Admissions. You can view full instructions at <http://go.sdsu.edu/education/admissions/mft.aspx>.
3. Complete this supplemental program application. If you have questions, please contact the program at [mftprogram@mail.sdsu.edu](mailto:mftprogram@mail.sdsu.edu).

This application consists of forms, document attachments, and confidential letters of recommendation.

Please carefully review the **Document Checklist** (under Forms in the application) for details on completing the upload requirements.

Please contact the program at [mftprogram@mail.sdsu.edu](mailto:mftprogram@mail.sdsu.edu) with any questions.

For detailed application procedure information visit <http://go.sdsu.edu/education/admissions/mft.aspx>.

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.

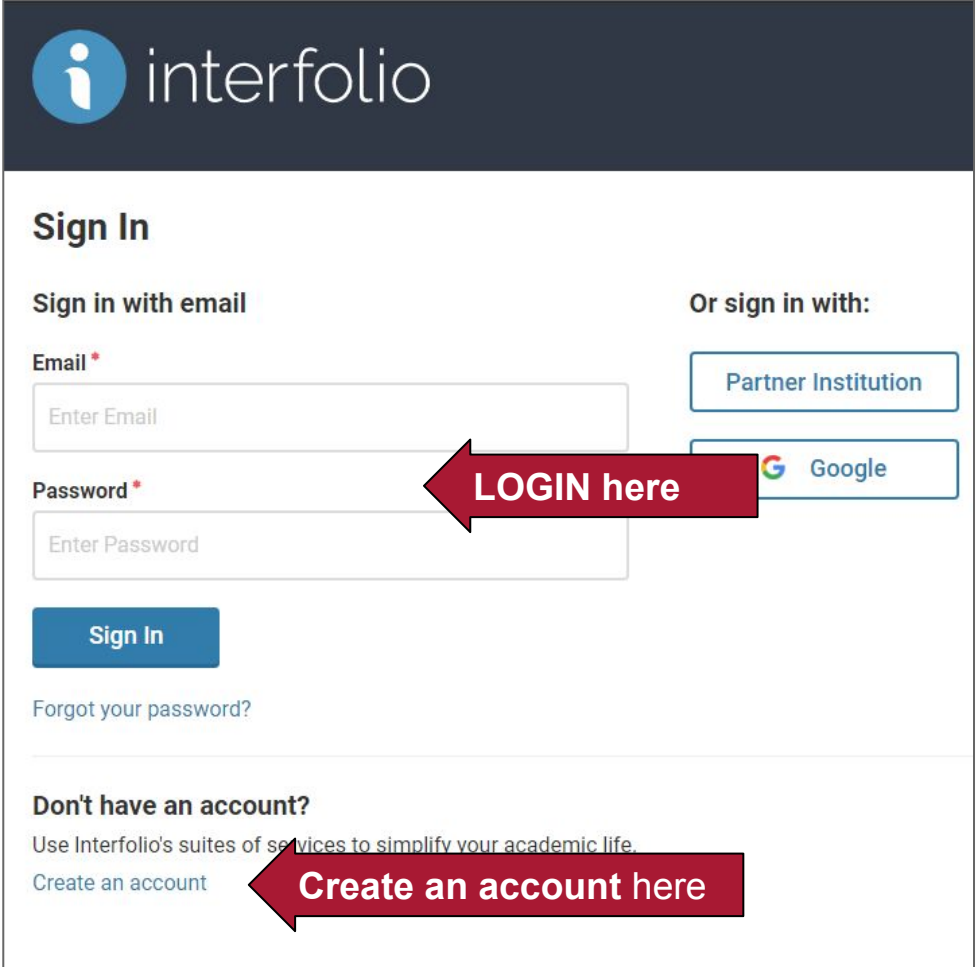
Click here to get started

Apply Now

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

# 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'



The screenshot shows the Interfolio login interface. At the top is the Interfolio logo. Below it, the 'Sign In' section contains a 'Sign in with email' form with 'Email' and 'Password' fields, a 'Sign In' button, and a 'Forgot your password?' link. To the right, the 'Or sign in with:' section offers 'Partner Institution' and 'Google' options. At the bottom, the 'Don't have an account?' section includes a 'Create an account' link. Two red arrows with white text point to the 'Sign In' button and the 'Create an account' link, labeled 'LOGIN here' and 'Create an account here' respectively.

**Sign In**

Sign in with email

Or sign in with:

Email \*

Enter Email

Partner Institution

Password \*

Enter Password

Google

**LOGIN here**

Sign In

Forgot your password?

**Don't have an account?**

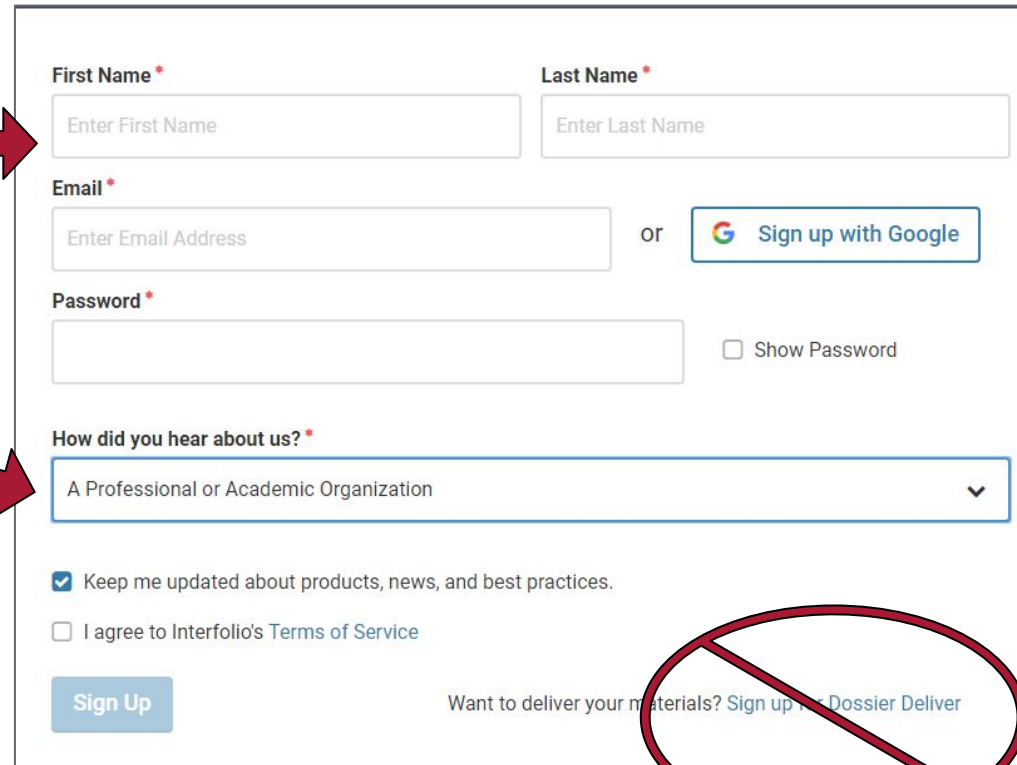
Use Interfolio's suites of services to simplify your academic life.

Create an account

**Create an account here**

# 1.3 - Getting Started: Account Creation

- Use the **same name and email** used in your Cal State Apply application
- Our recommendation for 'How did you hear about us'
- **DO NOT purchase Dossier Deliver.** This is not needed to complete the Interfolio application.



The screenshot shows the Interfolio account creation form. It includes fields for First Name, Last Name, Email, and Password. There is a 'Sign up with Google' button and a 'Show Password' checkbox. A dropdown menu for 'How did you hear about us?' is set to 'A Professional or Academic Organization'. A 'Sign Up' button is at the bottom left. At the bottom right, there is a link for 'Dossier Deliver' which is circled in red with a diagonal line through it, indicating it should not be purchased. Two red arrows point from the text on the left to the 'First Name' and 'How did you hear about us?' fields.

First Name \*

Last Name \*

Email \*  or [Sign up with Google](#)

Password \*   Show Password

How did you hear about us? \*

Keep me updated about products, news, and best practices.  
 I agree to Interfolio's [Terms of Service](#)

[Sign Up](#) [Want to deliver your materials? Sign up for Dossier Deliver](#)

# 1.4 - Getting Started: Application Navigation

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

## 5 Documents Required | 0 Added

If this application has specific document requirements, they will be listed below—simply click “Add File” to upload a new document or to select one from your Dossier.

☑ **Personal Statement** 1 Required | 0 Added [+ Add File](#)

Please upload your Statement of Purpose here. See Document Checklist (under Forms) for details.

☑ **Resume** 1 Required | 0 Added [+ Add File](#)

Please upload your Resume or CV here. See Document Checklist (under Forms) for details.

☑ **Confidential Letter of Recommendation or Evaluation** 3 Required | 0 Added [+ Add File](#)

Please request three letters of recommendation. If desired, you may request two additional letters of recommendation in the Additional Documents section. See Document Checklist (under Forms) for instructions.

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

[Next >](#)

[Return To Review](#) 

### Application Steps

1 **Documents** 

2 Personal Information

3 Forms 

Confidential Demographics 

Application Process Checklist

Document Checklist

Contact Information

Program Questions

4 Review

Click on application sections here to navigate application



# 2 - Documents

- Click on the **Document Checklist** under the Forms section for detailed description and instructions for the documents

5 Documents Required | 0 Added

If this application has specific document requirements, they will be listed below--simply click "Add File" to upload a new document or to select one from your Dossier.

<input checked="" type="checkbox"/> <b>Personal Statement</b>	1 Required   0 Added	<a href="#">+ Add File</a>
Please upload your Statement of Purpose here. See Document Checklist (under Forms) for details.		
<input checked="" type="checkbox"/> <b>Resume</b>	1 Required   0 Added	<a href="#">+ Add File</a>
Please upload your Resume or CV here. See Document Checklist (under Forms) for details.		
<input checked="" type="checkbox"/> <b>Confidential Letter of Recommendation or Evaluation</b>	3 Required   0 Added	<a href="#">+ Add File</a>
Please request three letters of recommendation. If desired, you may request two additional letters of recommendation in the Additional Documents section. See Document Checklist (under Forms) for instructions.		

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

**Application Steps**

- 1 Documents**
- 2 Personal Information
- 3 Forms
  - Confidential Demographics
  - Document Checklist**
  - Application Process Checklist
  - Contact Information
  - Program Questions
- 4 Review

# 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.

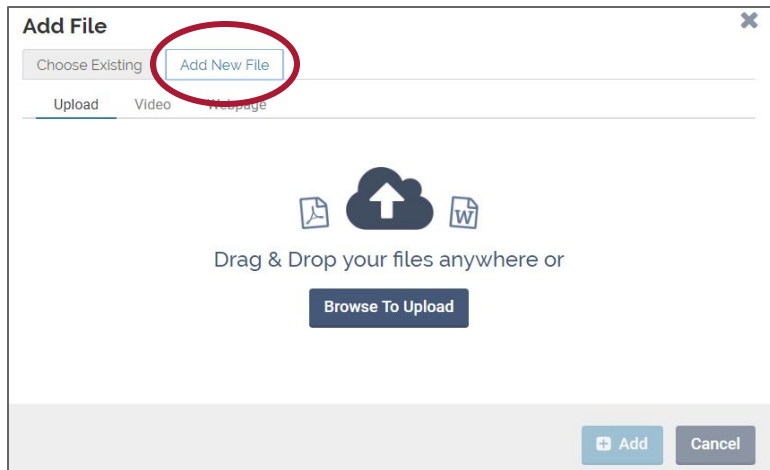
In the **Documents** section, under **Confidential Letter of Recommendation or Evaluation**, please use the **Request a Recommendation** function to request three letters of recommendation.

# 2.2 - Documents: Uploading Files

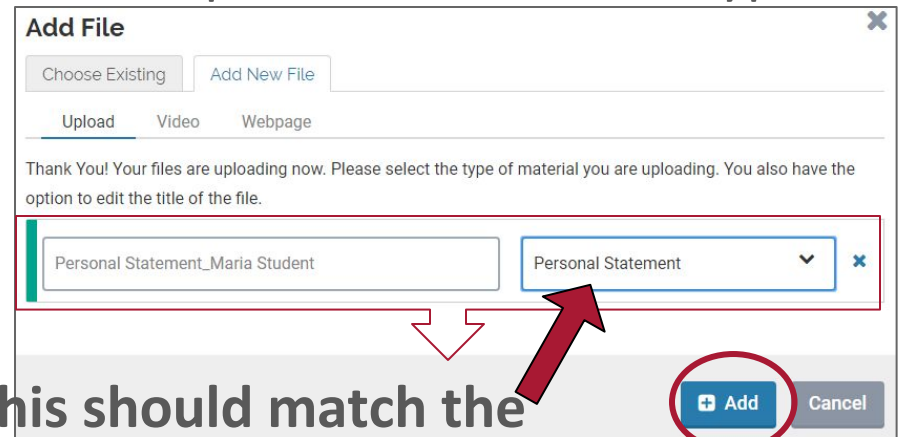
## 1. Click 'Add File'



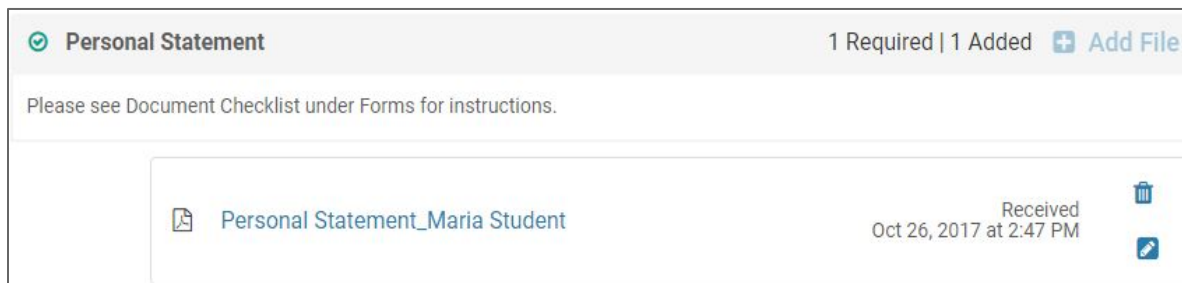
## 2. Select 'Add New File' tab



## 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

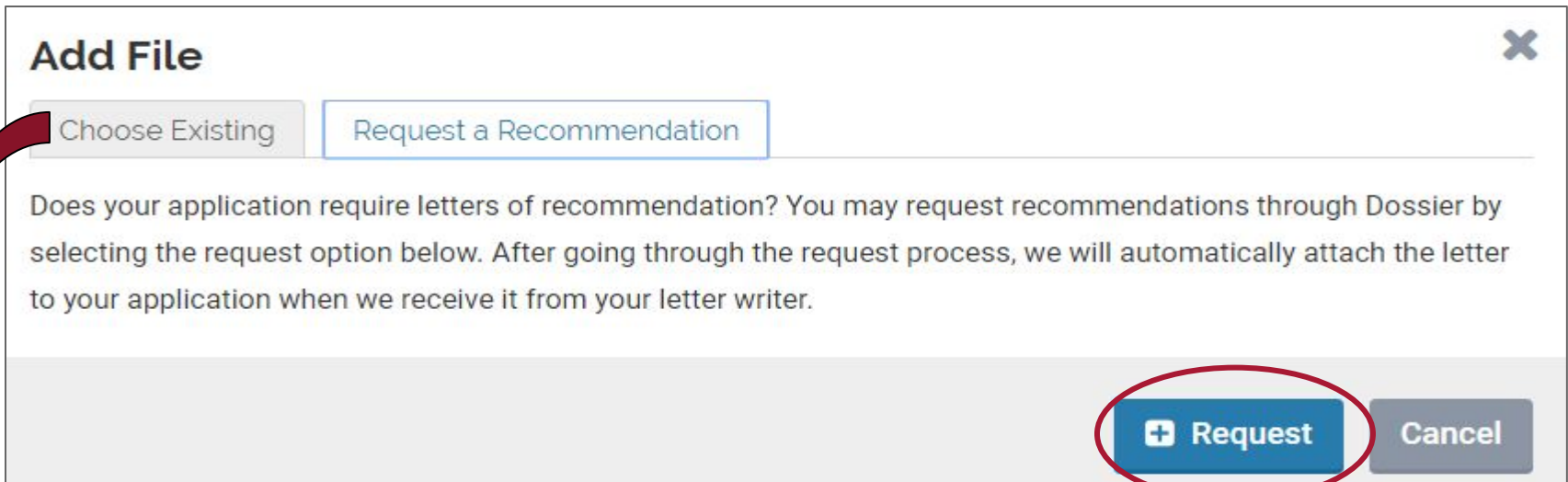
### 1. Click 'Add File'



🕒 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** X

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

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

**New Recommendation Request**  
from Lynsey Miller

**General Information**

Please include the name and email address of your recommender so we is received.

**Recommender Title**  
--

**Recommender First Name \*** **Recommender Last Name \***

First Name Last Name

**Recommender Email Address \***

sample@interfolio.com

**Document Title \***

Recommendation for SDSU/UCSD Joint Doctoral Program in Clinical Ps

**Confidentiality**

This request is for a confidential letter or evaluation.

**Request Method**

Email  Print Request Form

**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 \***

Dec 1, 2017

**CV**

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**Additional Document**

--

**Recommendation Type \***

General Recommendation  Specific Recommendation or

**Description**

Website  Text Description

https://apply.interfolio.com/46506

**Message To Recommender**

I am using Interfolio to request and manage my letters of recommendation for SDSU/UCSD Joint Doctoral Program in Clinical Psychology - Fall 2018 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/46506>. Select the View Details option to see my entire request including any additional details. Please don't hesitate to contact me at [lynsey.a.miller@gmail.com](mailto:lynsey.a.miller@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,  
Lynsey Miller

**Preview**

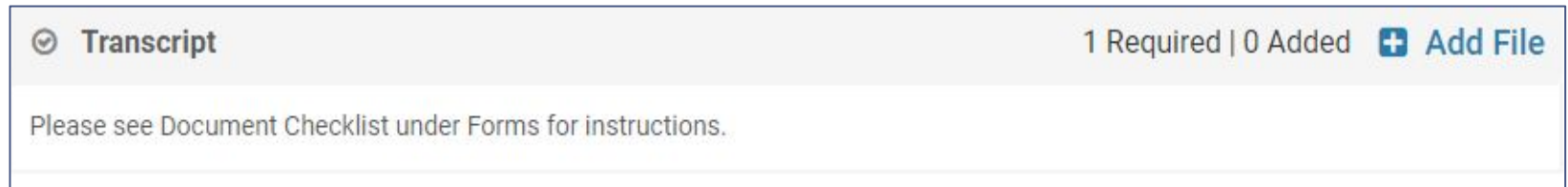
**Send Request**

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

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

## 2.4 - Documents: Transcripts (if required)

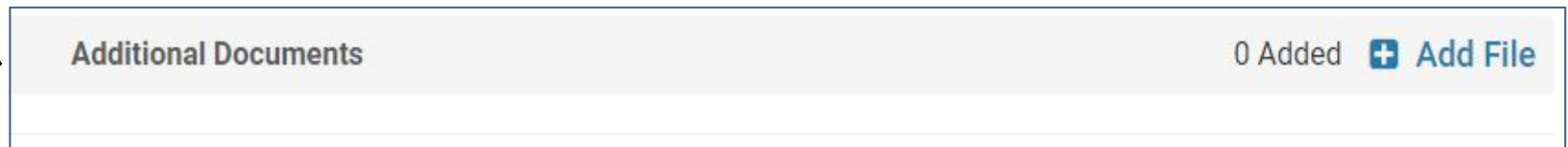
If required for your program application, upload an unofficial transcript for your **MOST RECENT** college/university attended under the 'Transcript' section



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

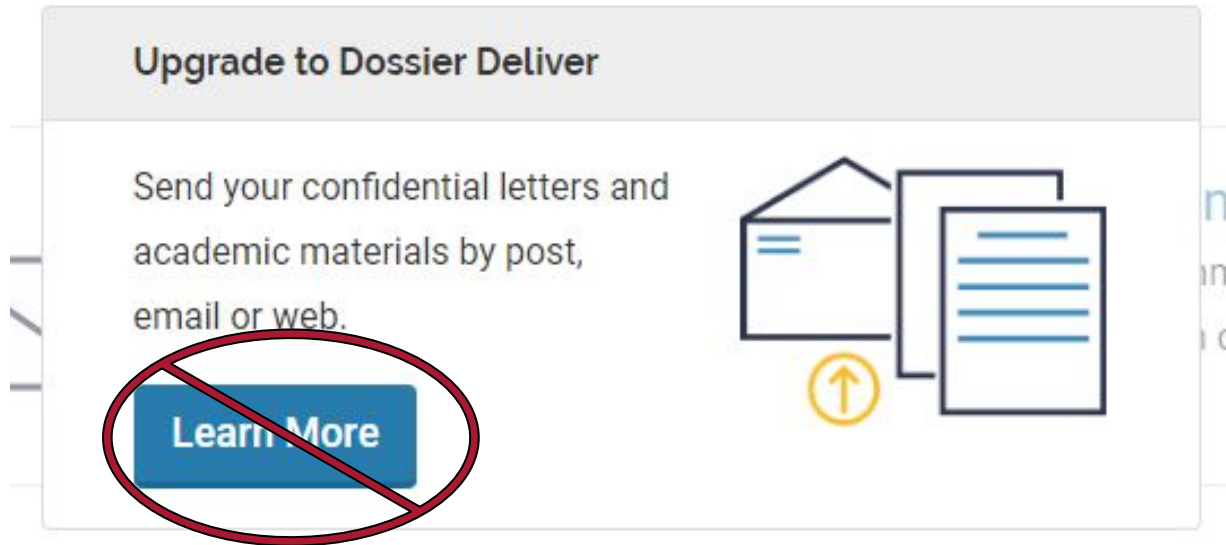
# 5 - Review and Submit

The screenshot displays the application review process. On the left, the 'Application Steps' sidebar shows three completed steps: 1 Documents, 2 Personal Information, and 3 Forms. The 'Forms' step is expanded, listing eight items: Confidential Demographics, Document Checklist, Application Process Checklist, Contact Information, Program Questions, Education History, GRE Test Scores, and English Language Proficiency. The '4 Review' step is highlighted with a red circle. In the main content area, a 'Forms' section shows '8 Included' items, each with an 'Edit' button. At the bottom, a blue 'Submit Delivery' button is highlighted with a red circle, and a grey 'Back to Deliveries' button is visible to its right.

- 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.

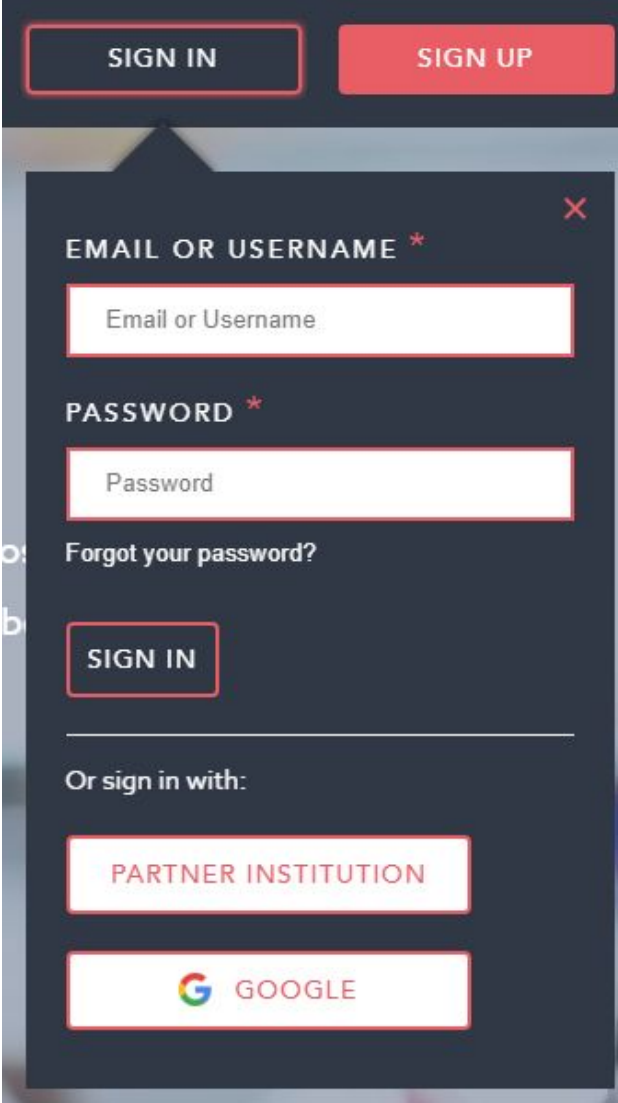
# 5 - Review and Submit

- 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

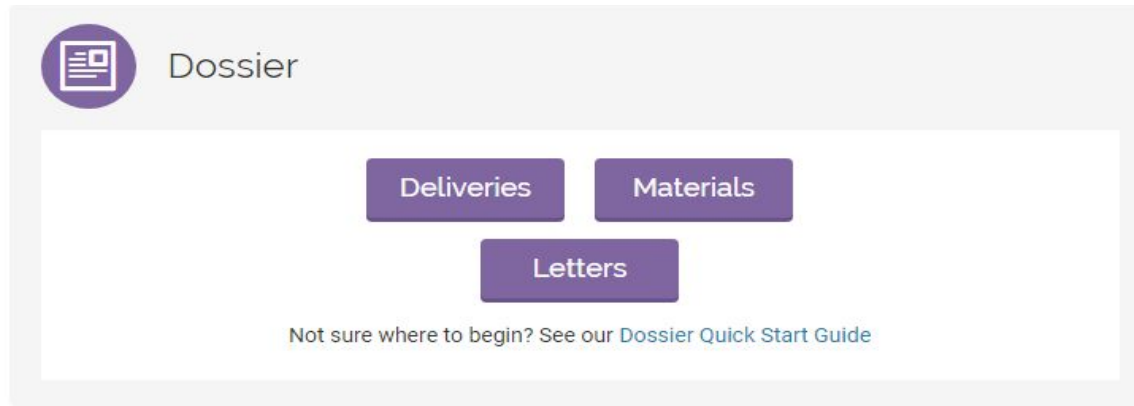
- Return to your application by going to [Interfolio.com](https://interfolio.com), click 'SIGN IN' and enter your login credentials



The image shows a dark-themed login interface. At the top, there are two buttons: 'SIGN IN' (dark with white text) and 'SIGN UP' (red with white text). Below these is a modal form with a close button (red 'X') in the top right corner. The form contains the following elements:

- A label 'EMAIL OR USERNAME \*' followed by a text input field containing the placeholder text 'Email or Username'.
- A label 'PASSWORD \*' followed by a text input field containing the placeholder text 'Password'.
- A link 'Forgot your password?' below the password field.
- A 'SIGN IN' button below the password field.
- A horizontal separator line below the sign-in button.
- The text 'Or sign in with:' below the separator line.
- A button labeled 'PARTNER INSTITUTION' below the text.
- A button with the Google logo and the text 'GOOGLE' below the previous button.

# 6.1 - Dossier



The Dossier is Interfolio's way of organizing your application materials. It consists of three components:

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. **Materials** - All your documents are saved here and can be easily applied to other applications, if necessary.
3. **Letters** - View the status of your letters of recommendation and re-send requests.

## 6.2 - Deliveries

- Edit or delete in-progress applications here. **NOTE:** New applications should not be started through the 'New Delivery' button found here. Instead, go to the program application launch site [HERE](#) to start a new application.

Deliveries				
In Progress				
Recipient	Status	Notes	Type	Actions
<b>San Diego State University - Graduate: College of Sciences: Psychology: Psychology (MA)</b> Psychology (MA) - Fall 2018	In Progress <div style="width: 50%;"></div>	Accepting Applications Due Dec 15, 2017 by 11:59 PM ET	Interfolio-hosted Position	<a href="#">Edit</a>   <a href="#">Delete</a>

- You can also review submitted applications here.

Sent Deliveries				
Recipient	Status	Notes	Type	Actions
<b>San Diego State University - Graduate: College of Engineering: Department of Engineering: Engineering Sciences (PhD)</b> Engineering Sciences (PhD) - Fall 2018	Complete (Pending Letters)	Due Feb 15, 2018 by 11:59 PM ET	Interfolio-hosted Position	<a href="#">Review</a>

# 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 recommendation or create new deliveries (applications) from this page. Instead, do so from within the application.

The screenshot shows the 'My Materials' interface. At the top right, there are two buttons: 'Request Recommendation' and 'New Delivery'. The 'Request Recommendation' button is circled in red. Below the buttons, there is a search bar and a 'Filter' button. The main content area displays a table of materials with columns for Title, Type, and Status.

<input type="checkbox"/>	Title	Type	Status
<input type="checkbox"/>	Recommendation from T. Recommender for Engineering Sciences (PhD) - Fall 2018 <small>None +</small>	Confidential Letter of Recommendation or Evaluation	Requested Nov 16, 2017 at 12:41 PM
<input type="checkbox"/>	Recommendation from T. Recommender for Engineering Sciences (PhD) - Fall 2018 <small>None +</small>	Confidential Letter of Recommendation or Evaluation	Requested Nov 16, 2017 at 12:40 PM
<input type="checkbox"/>	Recommendation from T. Recommender for Engineering Sciences (PhD) - Fall 2018 <small>None +</small>	Confidential Letter of Recommendation or Evaluation	Requested Nov 16, 2017 at 12:35 PM
<input type="checkbox"/>	Resume <small>None +</small>	Resume	Received Nov 16, 2017 at 12:34 PM
<input type="checkbox"/>	Personal Statement <small>None +</small>	Personal Statement	Received Nov 16, 2017 at 12:33 PM

# 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**

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> <small>ID: 8EDE7A6C8A</small>
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> <small>ID: 47389001CE</small>
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> <small>ID: C1FAC18BD4</small>



# 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.

## Supplemental 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. Their contact information can be found on the program's page on the program application launch site [HERE](#).

## 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 1-619-594-0770 or [intl\\_admissions@sdsu.edu](mailto:intl_admissions@sdsu.edu).