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**.

Table of Contents

This program application guide consists of the following sections:

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.

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

Official test scores and transcripts must to 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.

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 c

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.

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 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.
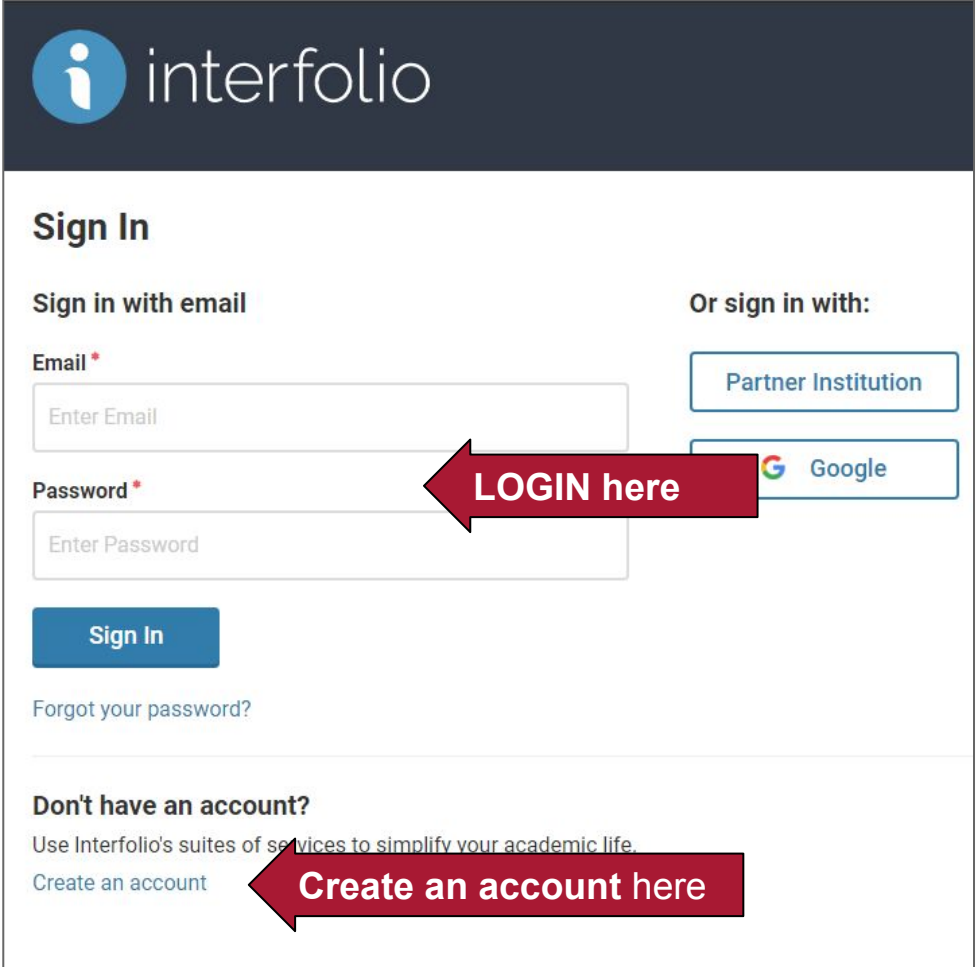
Click here to get started → **Apply Now**

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 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'

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.

First Name *   Last Name *

[Enter First Name]   [Enter Last Name]

Email *

[Enter Email Address]   or   G **Sign up with Google**

Password *

[   ]   ☐ Show Password

How did you hear about us? *

[A Professional or Academic Organization   ⌄]

☑ 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

Application Steps

1 **Documents** ❗

2 Personal Information

3 Forms ❗

     Confidential Demographics ❗

     Application Process Checklist

     Document Checklist

     Contact Information

     Program Questions

4 Review

Next >   **Return To 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

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.

RESUME/CV

In the **Documents** section, under **Resume**, please upload your Resume/CV.

We recommend uploading the document in PDF format.

LETTERS OF RECOMMENDATION

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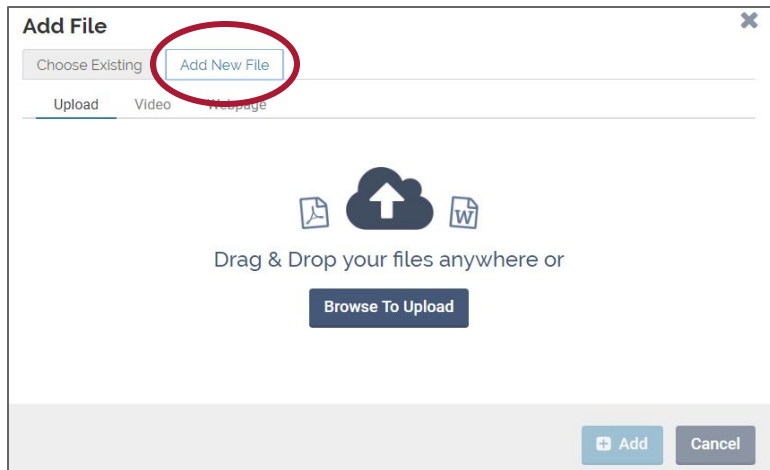
In the **Documents** section, under **Confidential Letter of Recommendation or Evaluation**, please use the **Request a Recommendation** function to request three letters of recommendation.

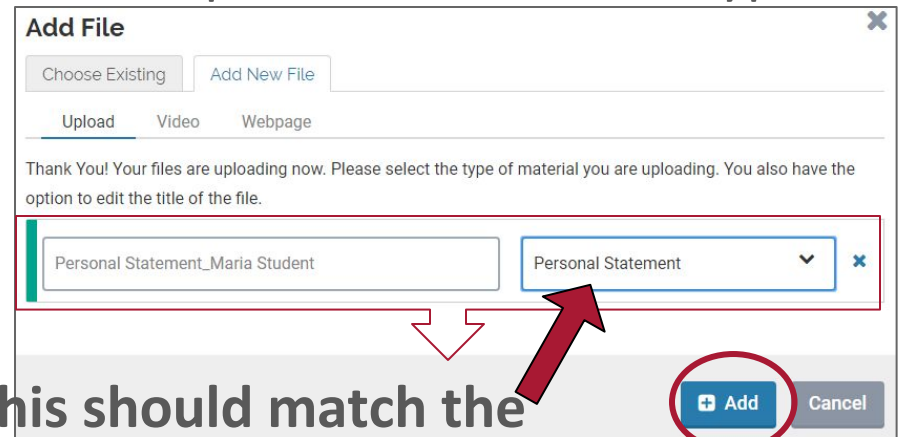# 2.2 - **Documents:** Uploading Files
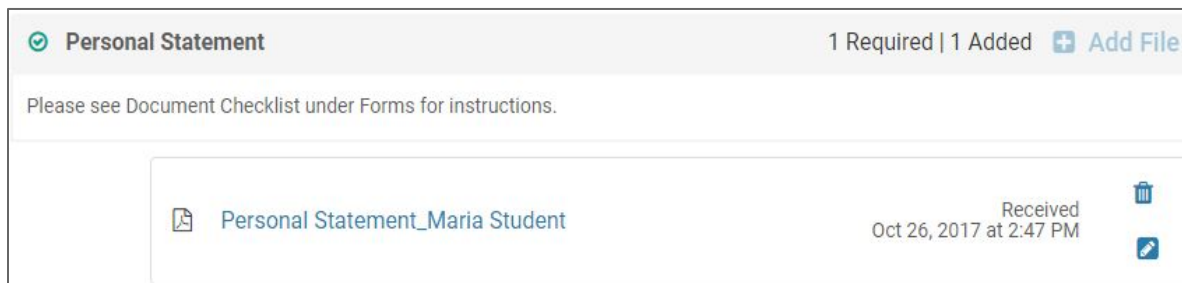
1. Click 'Add File'

⊘ **Personal Statement**   1 Required | 0 Added ➕ Add File

Please see Document Checklist under Forms for instructions.

2. Select 'Add New File' tab

Add File   ✖

| Choose Existing | **Add New File** |

Upload   Video   Webpage

🄿 ☁⬆ 🅦

Drag & Drop your files anywhere or

Browse To Upload

➕ Add   Cancel

3. Upload PDF & Select Type

Add File   ✖

| Choose Existing | **Add New File** |

Upload   Video   Webpage

Thank You! Your files are uploading now. Please select the type of material you are uploading. You also have the option to edit the title of the file.

| Personal Statement_Maria Student | Personal Statement ⌄ | ✖ |

➕ Add   Cancel

This should match the category of the document

⊘ **Personal Statement**   1 Required | 1 Added ➕ Add File

Please see Document Checklist under Forms for instructions.

| 🄿 Personal Statement_Maria Student | Received Oct 26, 2017 at 2:47 PM | 🗑 ✏ |

It may take a while to convert to 'Received'.

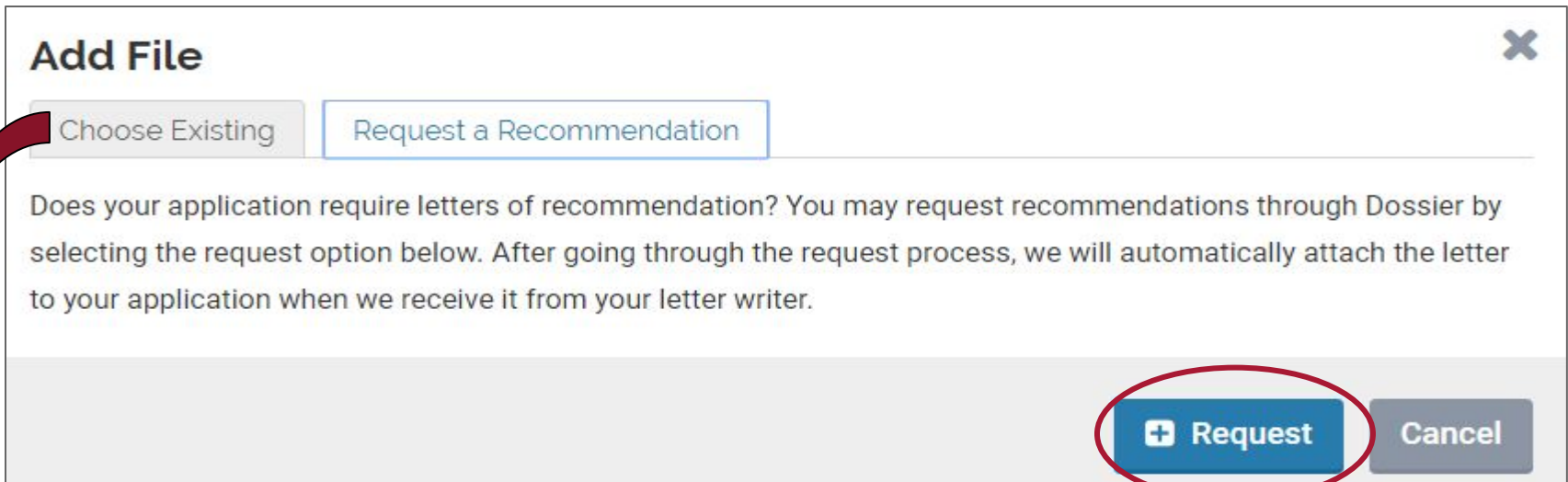# 2.3 - **Documents:** Letters of Recommendation

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   ✖

| 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 *
First Name

Recommender La
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

✱ SDSU/UCSD Joint Doctoral Program in Clinical Psychology - Fall

Description
◉ Website ◯ Text Description

https://apply.interfolio.com/46506

Message To Recommender ❓

| B | I | I_x | ... |

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 if you have any questions about my request for a recommendation, the opportunity to which I am applying, or for any other reason.
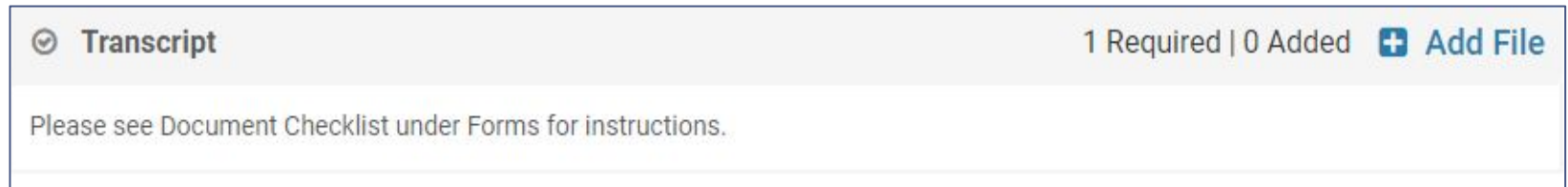
Best,
Lynsey Miller

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.**
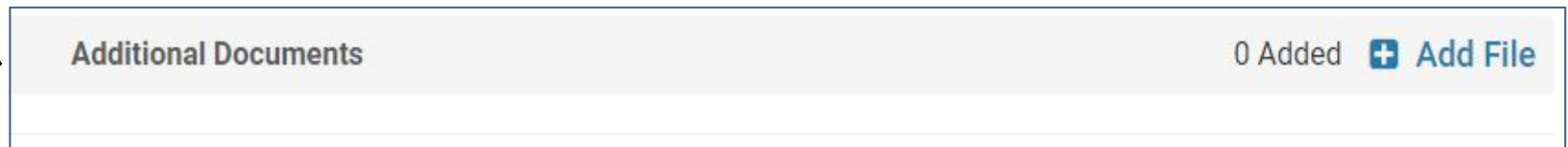
2.4 - Documents: Transcripts (if required)

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

- 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.
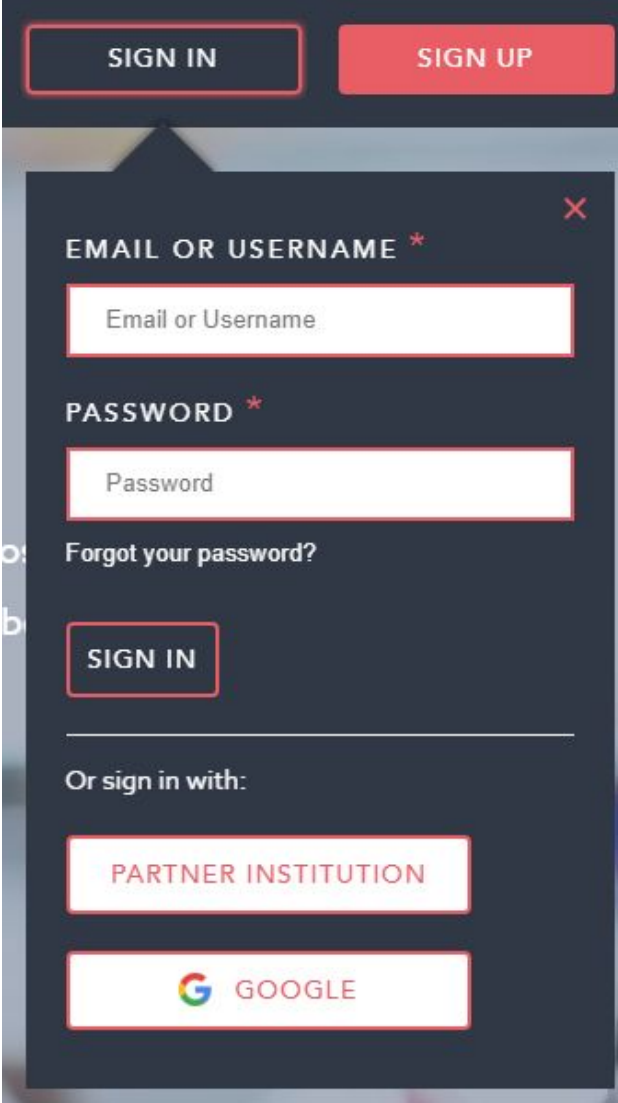
5 - Review and Submit

- 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.
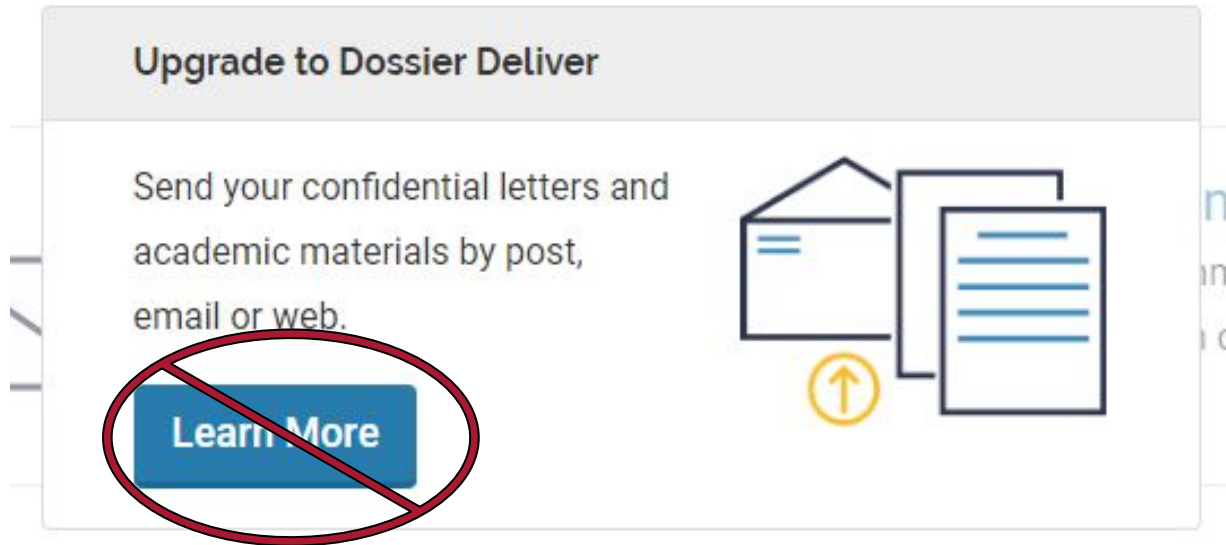
6 - Returning to Your Application

- Return to your application by going to Interfolio.com, click 'SIGN IN' and enter your login credentials

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.

- You can also review submitted applications here.

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.

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.

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** 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. International applicants may contact the International Student Center at **1-619-594-0770** or intl_admissions@sdsu.edu.