

# 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
  - 1.1 Introduction Page
  - 1.2 Logging in
  - 1.3 Account Creation
  - 1.4 Application Navigation
2. Documents
  - 2.1 Uploading Files
  - 2.2 Videos
  - 2.3 Letters of Recommendation
3. Personal Information
4. Forms
5. Review and Submit
6. Returning to your application
  - 6.1 Dossier
  - 6.2 Deliveries
  - 6.3 Materials
  - 6.4 Letters
7. Help Resources

# 1 - Getting Started

- Check your program [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

College of Arts and Letters
College of Business Administration
College of Education
College of Engineering
College of Health and Human Services
College of Professional Studies and Fine Arts
College of Sciences

# 1.1 - Getting Started: Introduction Page

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

2. Submit official test scores and transcripts to Graduate Admissions by **April 1, 2018**. You can view full instructions on the [Graduate Admissions](#) webpage.

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](#).

3. Complete this supplemental program application by **April 1, 2018**. Please note that the version of Interfolio used for the program application is called Faculty Search. If you have any technical issues completing this application, please contact [Interfolio](#). For all other questions, please contact the program.

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

Refer to this [Applicant Guide](#) for step-by-step instructions for completing the Interfolio program application. You can also find updates, tips, and answers to FAQs [here](#).

Please visit the [program website](#), or contact them via [email](#) or call (619) 594-8073 with any questions or for additional information.

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.

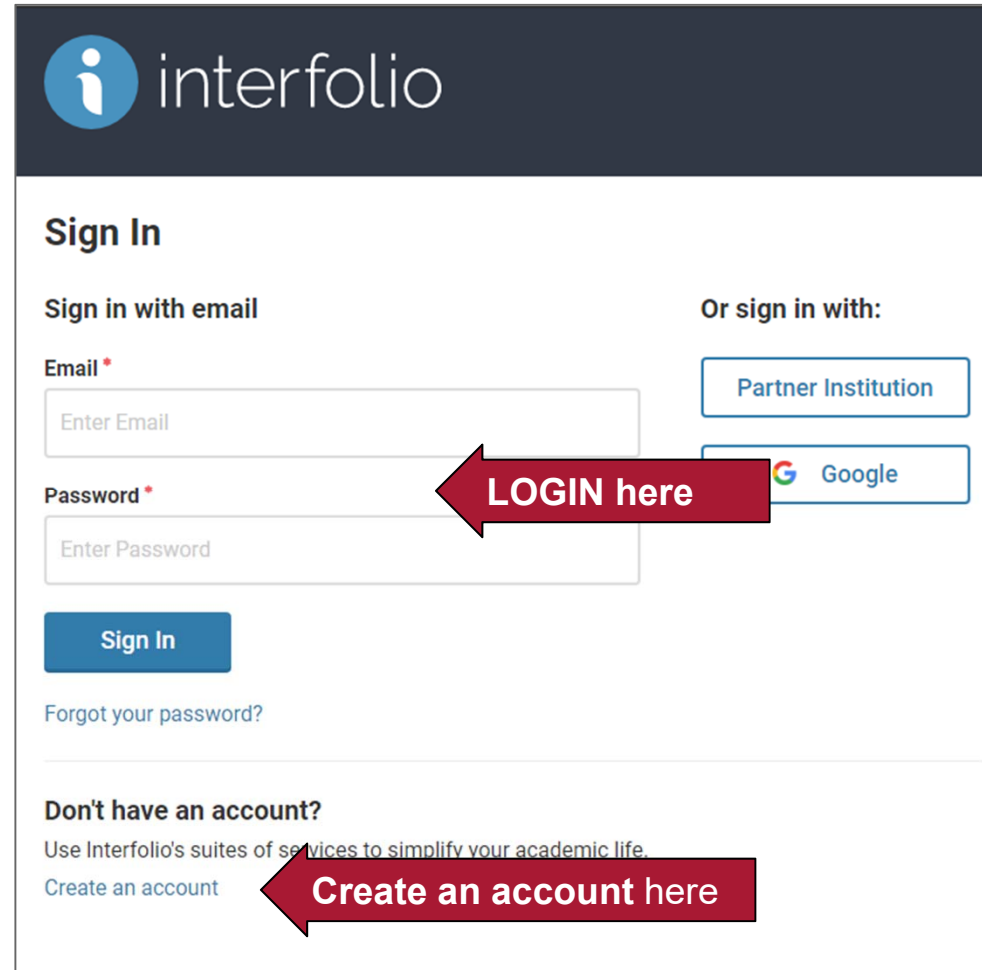
Click here to get started

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 is the 'Sign In' section. On the left, under 'Sign in with email', there are input fields for 'Email' and 'Password', both marked with a red asterisk. A blue 'Sign In' button is positioned below these fields. To the right, under 'Or sign in with:', there are two buttons: 'Partner Institution' and 'Google'. A red arrow points from the text 'LOGIN here' to the 'Sign In' button. Below the login section, there is a link for 'Forgot your password?'. At the bottom, under 'Don't have an account?', there is a link for 'Create an account' and a red arrow pointing from the text 'Create an account here' to it.

# 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 image shows a registration form with the following fields and options:

- First Name \*** and **Last Name \*** text input fields.
- Email \*** text input field with an "or" separator and a "Sign up with Google" button.
- Password \*** text input field with a "Show Password" checkbox.
- How did you hear about us? \*** dropdown menu with the selected option "A Professional or Academic Organization".
- Checkboxes for "Keep me updated about products, news, and best practices." (checked) and "I agree to Interfolio's Terms of Service".
- A "Sign Up" button.
- A link: "Want to deliver your materials? Sign up for Dossier Deliver".

Annotations:

- A red arrow points from the first bullet point to the First Name and Last Name fields.
- A red arrow points from the second bullet point to the "How did you hear about us?" dropdown.
- A red circle with a diagonal slash is drawn over the "Sign up for Dossier Deliver" link.

# 1.4 - Getting Started: Application Navigation

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

## Business Administration and Information Systems (MBA, MS, and Concurrent Programs) - Fall 2018

San Diego State University - Graduate, Fowler College of Business, Business Administration and Information Systems

[Position Details](#)

4 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. Based on your current career goals, how will a graduate business degree from San Diego State University help you to achieve these? (max 500 words)


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

Please upload your Resume/CV here. Work experience is not required for admission, but professional work experience is looked upon favorably. We recommend uploading the document in PDF format.

**Confidential Letter of Recommendation or Evaluation** 2 Required | 0 Added [+ Add File](#)

Please request two letters of recommendation. Recommendations can be either academic or professional; there is no preference given to either. Hard copies of letters of recommendation are NOT accepted.

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

[Next >](#) [Return To Review](#) 

Click on application sections here to navigate application

Application Steps	
1	Documents
2	Personal Information
3	Forms Program Questions
4	Review

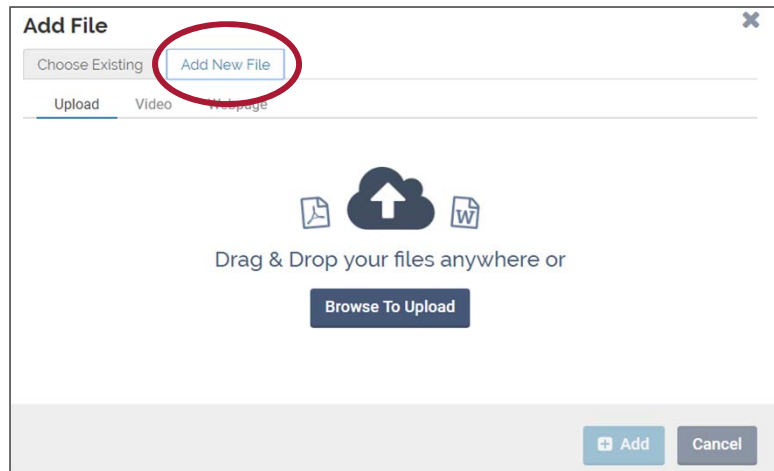


# 2.1 - Documents: Uploading Files

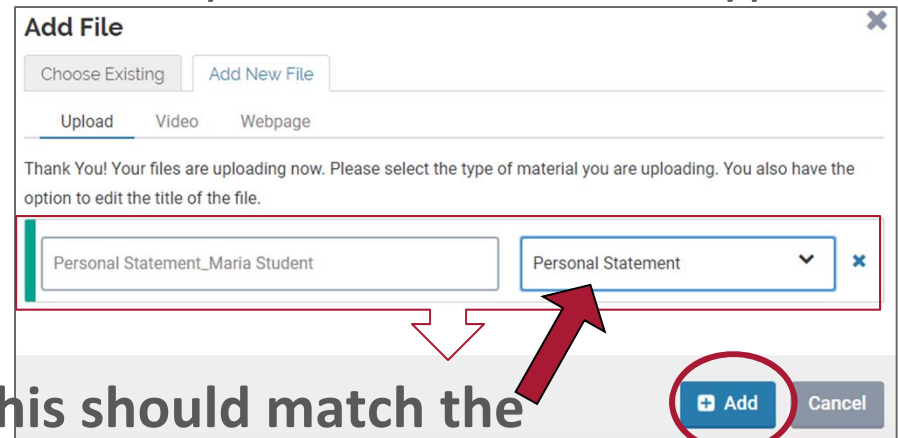
## 1. Click 'Add File'



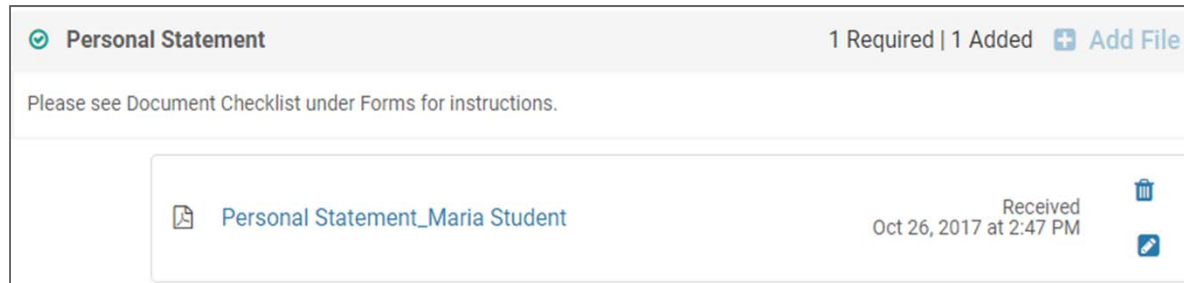
## 2. Select 'Add New File' tab



## 3. Upload PDF & Select Type



This should match the category of the document



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

# 2.2 - Documents: Videos\*

## 1. Click 'Add File'

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

Video - please see Document Checklist under Forms for instructions.

### Add File ×

Choose Existing **Add New File**

Upload **Video** Webpage

You can add videos hosted on YouTube and Vimeo to your Dossier materials. Simply paste the YouTube or Vimeo URL in the space below. For more information see the article [Add YouTube and Vimeo Videos to Your Dossier](#).

**Title \***  
 ✓

**Type \***  
 ▼

**URL \***  
 ✓

**Description ⓘ**

**+ Add** Cancel

- 2. Select 'Add New File' tab
- 3. Select 'Video' tab

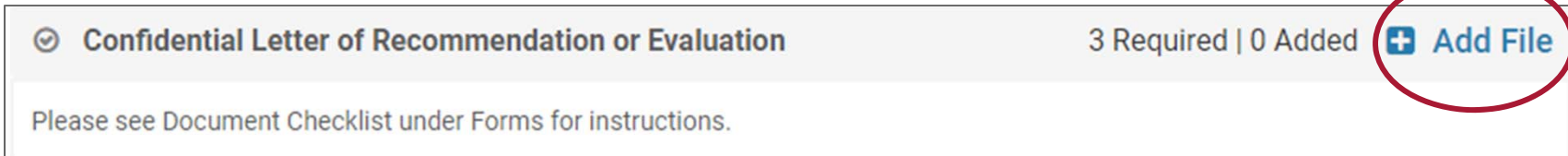
Read these instructions!  
You will upload your video to YouTube or Vimeo, and then provide the link.

- 4. Enter a **Title** for your video
- 5. Select **Type** 'Video'
- 6. Enter your video **URL**
- 7. Enter a **Description** (optional)
- 8. **Add** your video

\* Not all applications require videos

## 2.3 - Documents: Letters of Recommendation

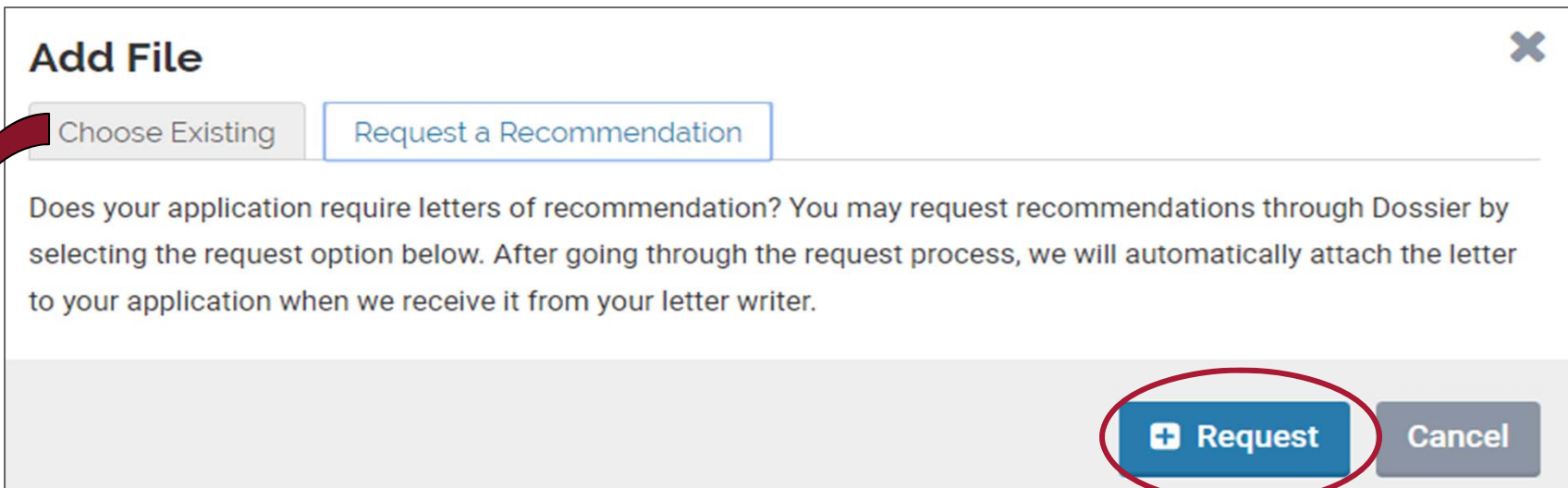
### 1. Click 'Add File'



📌 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

**New Recommendation Request**  
from Lynsey Miller

**General Information**  
Please include the name and email address of your recommender so we can contact them if needed.

**Recommender Title**  
--

**Recommender First Name \***  
First Name

**Recommender Last Name \***  
Last Name

**Recommender Email Address \***  
sample@interfolio.com

**Document Title \***  
Recommendation for SDSU/UCSD Joint Doctoral Program in Clinical Psychology

**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**  
--

**Additional Document**  
--

**Recommendation Type \***  
 General Recommendation  Specific Recommendation or Award

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

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.

# 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 and submission interface. On the left, the 'Application Steps' sidebar lists the following steps, all marked as complete with checkmarks:

- 1 Documents
- 2 Personal Information
- 3 Forms
  - Confidential Demographics
  - Document Checklist
  - Application Process Checklist
  - Contact Information
  - Program Questions
  - Education History
  - GRE Test Scores
  - English Language Proficiency
- 4 Review** (highlighted with a red circle)

The main content area, titled 'Forms 8 Included', lists the following forms, each with an 'Edit' button:

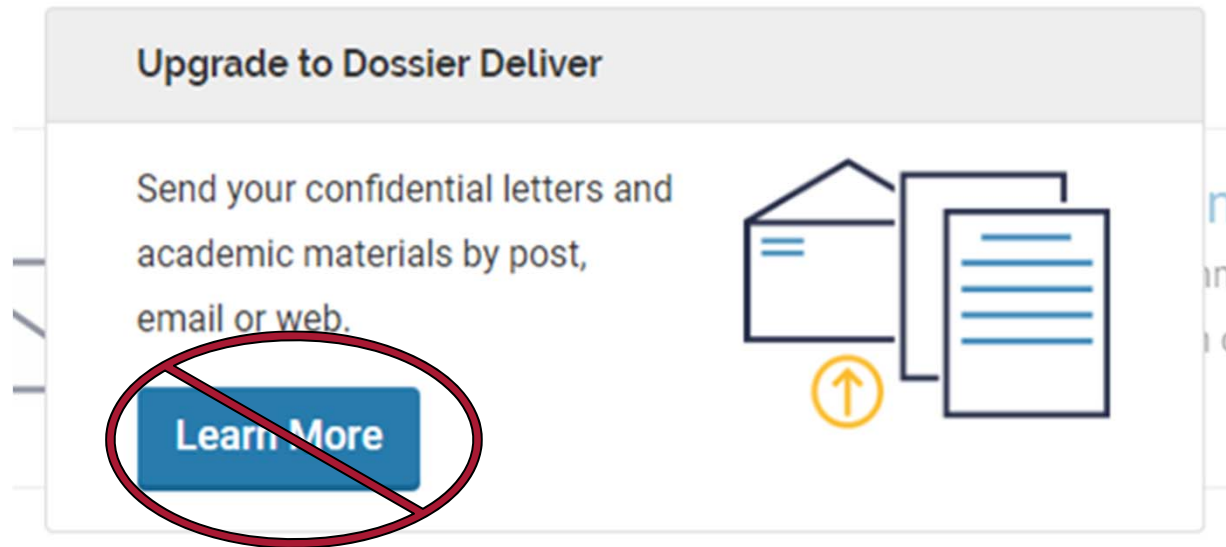
- Confidential Demographics
- Document Checklist
- Application Process Checklist
- Contact Information
- Program Questions
- Education History
- GRE Test Scores
- English Language Proficiency

At the bottom of the main area, the 'Submit Delivery' button (highlighted with a red circle) is visible, along with a 'Back to Deliveries' button.

- Select the “Review” button to preview your application then select “Submit Delivery”.
- You do NOT need to have all recommendation letters received when you submit your application. Letters will continue to be received after you submit, and you will be able to monitor your recommendations and send reminders to your letter writers.
- PLEASE NOTE: Once you click submit, you will no longer be able to edit your application.

# 5 - Review and Submit

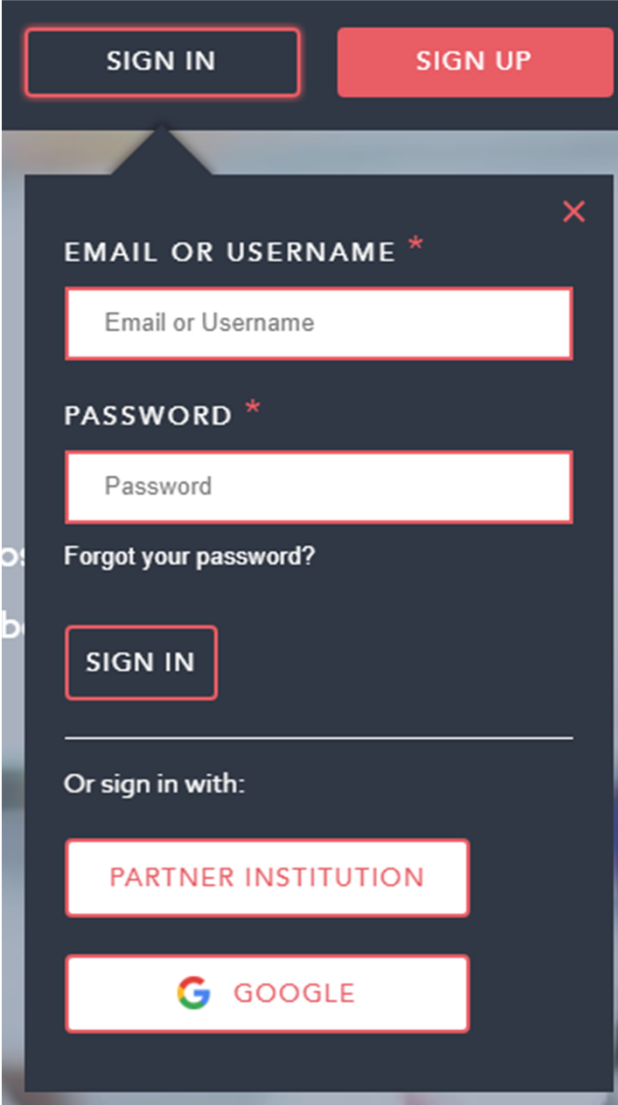
- After submitting the application, you may be prompted to upgrade to Dossier Deliver. **You do not need to upgrade to this product.** These messages should be ignored.





# 6 - Returning to Your Application

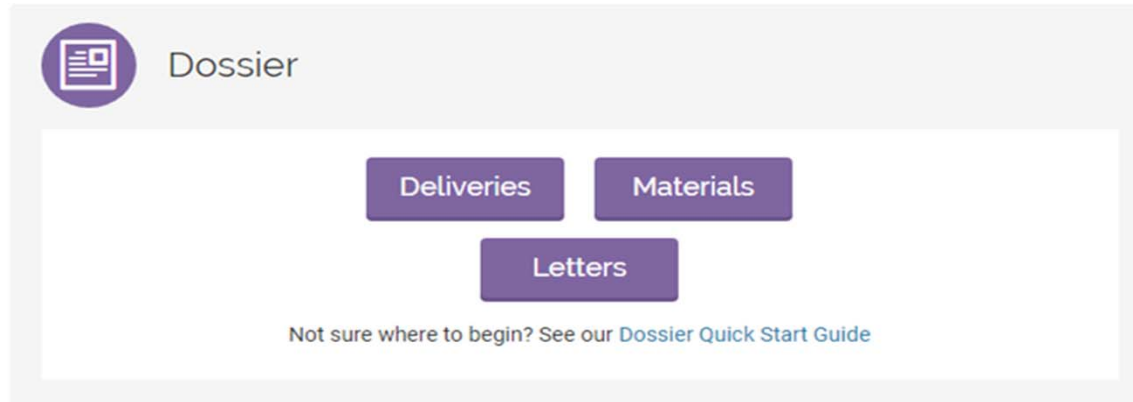
- Return to your application by going to [Interfolio.com](https://interfolio.com), click 'SIGN IN' and enter your login credentials



The image shows a dark-themed login form. 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 window with a close button (red 'X') in the top right corner. The modal contains the following elements:

- EMAIL OR USERNAME \***: A text input field with the placeholder text 'Email or Username'.
- PASSWORD \***: A text input field with the placeholder text 'Password'.
- Forgot your password?**: A link below the password field.
- SIGN IN**: A button below the password field.
- Or sign in with:**: A section header below the 'SIGN IN' button.
- PARTNER INSTITUTION**: A button with a red border and white text.
- GOOGLE**: A button with the Google logo and the word 'GOOGLE' in red text.

## 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** [+ New Delivery](#)

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	Accepting Applications Due Dec 15, 2017 by 11:59 PM ET	Interfolio-hosted Position	<a href="#">Edit</a>   <a href="#">Delete</a>

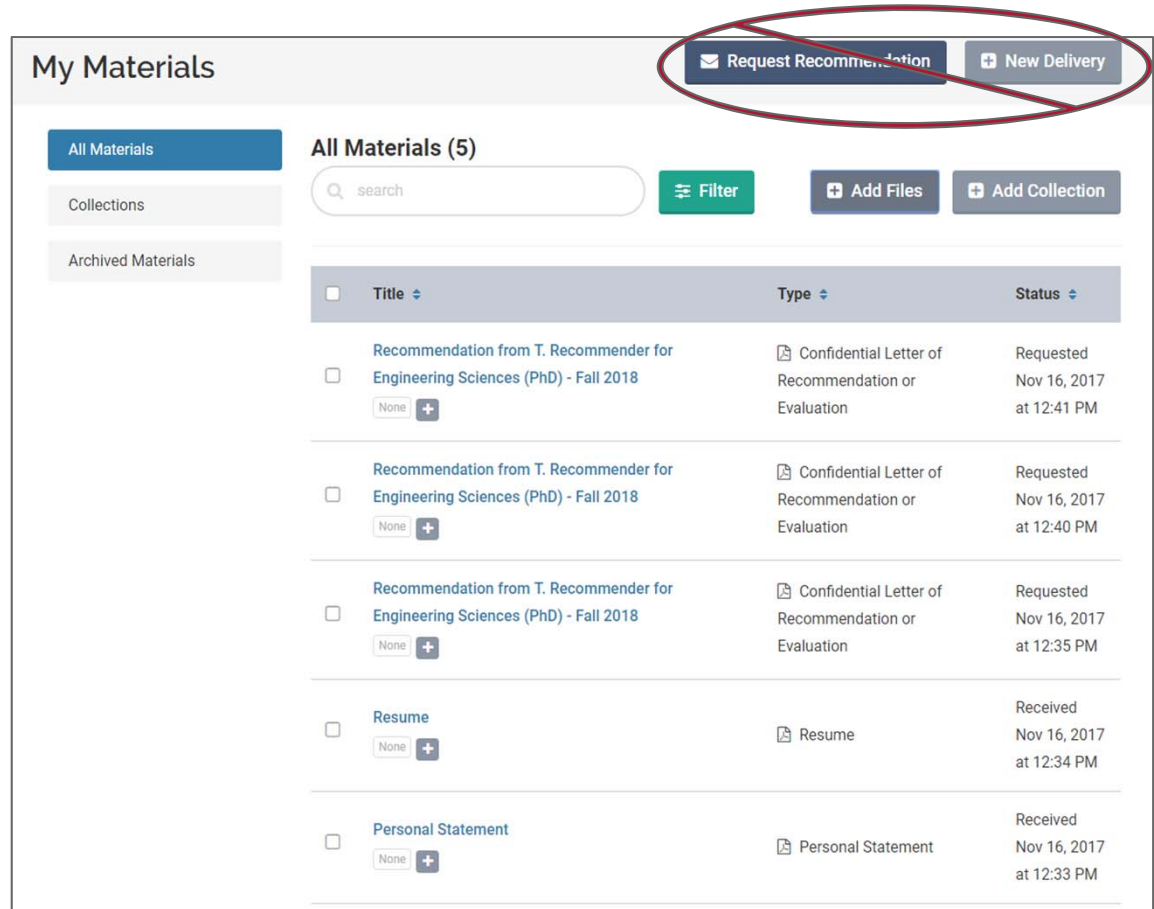
- You can also review submitted applications here.

**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 list of materials with columns for Title, Type, and Status. The list includes three 'Recommendation from T. Recommender for Engineering Sciences (PhD) - Fall 2018' entries, one 'Resume' entry, and one 'Personal Statement' entry.

<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: Enter keywords

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> ID: 8EDE7A6C8A
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> ID: 47389001CE
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> ID: C1FAC18BD4

# 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).