APPLICANT GUIDE
GRADUATE PROGRAM APPLICATION
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 program’s page on the program application launch site HERE.

If you started a Decision Desk application, please see the Frequently Asked Questions HERE.
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1 - Getting Started

- Check your program \[\textbf{HERE}\] 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

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1.1 - Getting Started: Introduction Page

- Once you arrive at the Interfolio introduction page, click on the ‘Apply Now’ button to get started.
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.
1.4 - Getting Started: Application Navigation

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

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’

2. Click ‘Request a Recommendation’

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

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

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.
3 - Personal Information

This information will auto-populate from the Account Profile you created. You can still edit if needed.
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
5 - Review and Submit

- 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, 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.

  ![Deliveries Interface](image)

- You can also review submitted applications here.

  ![Sent Deliveries Interface](image)
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.