

Letters of Recommendation

2008-2009

Recommendation Writer

INSTRUCTIONS FOR RECOMMENDATION WRITER:

A recommendation file is used when applying to graduate and professional school and when seeking teaching or counseling positions. This is a convenience for both you, the recommender and the candidate. We urge all recommenders, whether the letter is confidential or non-confidential to discuss the nature of their recommendation with the candidate. If your recommendation would not be of benefit to the candidate, we hope you will discuss this fact with him/her. We encourage candidates to engage their recommenders in a discussion about letters of recommendation on their behalf.

- All letters must be sent to Interfolio, Inc, except those sent electronically, and must be preceded by an Identification/Waiver Form. Any letters received without this form will be destroyed.
- Every time a person asks you to write a letter they MUST provide you with a NEW Identification/Waiver Form—each form contains a unique ID number.
- You cannot “update”, “modify” or “resubmit” your letter unless you choose to electronically upload it (in which case you can modify it for 48 hours post-upload only). If you mistakenly submit a letter via mail or fax with a typographical error, you must ask the requestor to add a new letter to their file and delete any old versions he or she does not want. You MUST use a new form every time you add a letter to their file.
- Do not submit your letter more than one time.
- Do not modify the Identification/Waiver Form.



Two ways to send documents.

I. ELECTRONIC UPLOAD

1. Select the appropriate letter writing request from your Pending Request list. If the letter request was sent to you via e-mail to the address associated with your account, you will see information regarding the request on the main “Write Recommendations” screen as a “Pending Request.” Follow the instructions that appear to the right of the student’s name and upload the letter directly from your computer.
2. Enter the document ID into the document ID box. If you received a paper Interfolio Document Request form, or have a Document ID number, please enter the 6-character Document ID in the appropriate box. Then, simply follow the instructions to upload the letter.

II. MAIL

1. Print your letter.
2. Mail, in this order, Identification/Waiver Form and your letter (please do not staple, tape or paper clip documents) to

Mail, FedEx, UPS:

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

If you have an urgent deadline, please contact Interfolio at help@interfolio.com or call (877) 77-FOLIO for help.

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