

# 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.

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Three ways to send documents.

### I. ELECTRONIC UPLOAD

1. Ensure that your name, title and signature appear on your letter. Interfolio, Inc. will not process letters on which your name and title do not appear. Interfolio offers instructions; see “Help Desk”, on how to add electronic signatures using Microsoft Word.
2. Save your letter to a known location on your hard drive (i.e.: Microsoft Word format)
3. Go to [www.interfolio.com](http://www.interfolio.com), select “Recommendation Writers” from the top menu bar, click on “Sign up here” to open a free account (Follow the steps until you are logged in) or “Login” if you already have one.
4. Select “Add a Document”.
5. Enter the 6 character “Document Identification Number” when prompted (the Document Identification Number will be provided to you by the student on the Identification/Waiver Form).
6. Browse to the file you saved in step 1 and upload your 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

### III. FAX

1. Print your recommendation letter.
2. Print your own 1 page fax cover sheet.
3. Fax, in this order, your cover sheet, Identification Form/Waiver and your letter to (267) 295-8740. Any faxes that do not include the Identification Form/Waiver will not be processed.

If you have questions contact Interfolio at [help@interfolio.com](mailto:help@interfolio.com) or call (877) 77-FOLIO

**UNIVERSITY OF ROCHESTER CAREER CENTER**

PO Box 270028 • Meliora Hall • Rochester, NY 14627

phone (585) 275-2366 • fax (585) 461-3093

[www.rochester.edu/careercenter](http://www.rochester.edu/careercenter) • [careers@mail.rochester.edu](mailto:careers@mail.rochester.edu)