

Students & Alumni

What is a Recommendation/Credential file? A recommendation file is used when applying to graduate and professional school and when seeking teaching or counseling positions. Establishing a recommendation file provides a central location to house your letters and have them mailed. This is a convenience for both you and the recommender.

What is a Recommendation/Credential file service?

A recommendation/credential file service sends copies of your file documents to schools, institutions and potential employers of your choice. This file makes it easier to apply for graduate and professional school or teaching jobs.

Why should I use Recommendation/Credential file service?

If you don't get and store recommendations now, in a few years when you want to apply to graduate school or a new teaching position you may have a hard time getting references from your peers, supervisors and past professors. Using a credential file ensures that your letters and other documents won't be lost, makes it easier to send out all at once, and makes future employment and admissions much easier.

Why can't I just do it myself?

You can; however confidential letters are documents you cannot read, this is the best reason for using a file service rather than doing so yourself. Generally speaking, using a credentials file service saves you time and money.

How do I start?

University of Rochester's Career Center refers students and alumni to Interfolio, Inc. for recommendation file service. Interfolio has been selected because of its years of experience and the superb and broad services offered to its users. To start an Interfolio account, go to www.interfolio.com/ and click on "Students and Alumni" then "Sign up here". Follow the instructions to open an account. Note: you will need a valid credit card to set up an account.

How much does it cost?

\$15 — UR one-year account

\$45 — five-year account (plus 3 free deliveries), we encourage you to consider the 5 year option

\$75 — 10 year account

Deliveries — \$5 per USPS regular mail delivery, processed within one business day

How do I request a letter of recommendation?

1. Before asking anyone to write you a letter of recommendation, go to www.interfolio.com and enter your login information.
2. Go to the "My Documents" section of your account and click the link that reads "Request Confidential Letter of Recommendation."
3. Give your letter a unique title.
4. You can then choose to email a request form to the writer or print out a request form and physically give it to your writer. You will be notified via e-mail when Interfolio receives the letter from your recommendation writer.

How do I send out my Recommendation/Credential File with Interfolio?

1. Go to www.interfolio.com and enter your login information.
2. To send out your documents, go to the "My Deliveries" section of your account and click the link to "Add Delivery."
3. You will first need to search by institution name. If your destination is not in their database, you can then manually enter the address. Then, you select your documents, placing them in the exact order that you want them. Finally, you can also include any appropriate ID's with your delivery as well. When you are satisfied with your delivery, click the "Check Out" button and continue processing your delivery.

What if I have questions? Contact Interfolio at help@interfolio.com or call (877) 773-6546.

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 • careers@mail.rochester.edu