Using Interfolio (Instructions for Letters of Recommendation)

Please follow these to avoid delays or complications:

- Have your letter writers forward all letters of recommendation to flo.fues@princeton.edu.
- If you are a new job candidate, go to Interfolio: www.interfolio.com and sign up for an account.
- When you request a letter of recommendation as part of an application, follow the steps below:

Click on “Request a Letter”
Next, fill out the “New Recommendation Request form as shown below:

(Recommender: Florian Fues
Title: -
First Name: Florian
Last Name: Fues
Email Address: flo.fues@princeton.edu)

Click “Add”

(If this is the first time you are adding this, you will need to click on “Add New”)

Next, you will see a screen like this:
To identify more easily who the uploaded letter is from, add a letter writer’s name AFTER the “Recommendation from %RecommenderName&” block

**Example:** Recommendation from %RecommenderName& Eric Gregory

Continue with:

Under “Message to Recommender”, delete the verbiage and add the Recommender’s name as well type of letter – for example: “Professor Eric Gregory, letter for Bard College” (as shown above)
This is very important, as it will let Florian know what letter of recommendation to upload, and if you have multiple letters from the same recommender, the added type, institution or job will help identify the correct letter for upload.

Once the Recommender’s name is filled in, click on “Send Request”.

Florian Fues will then receive the request.

**Note:** You can and should only register Florian Fues one time. In order for him to upload different letters for you, **only** change the “Message to Recommender” (indicating whose letter you want to be sent).


(No need to add materials as your recommender will not receive this form)

Once Florian has uploaded the letters to Interfolio, you will receive a notification.

You can then access this screen:

<table>
<thead>
<tr>
<th>Letter Title</th>
<th>Status</th>
<th>Type</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recommendation from Florian</td>
<td>Eric Gregory</td>
<td>Requested Sep 21, 2018 at 11:51 AM</td>
<td>Re-send Request</td>
</tr>
<tr>
<td></td>
<td>Fues</td>
<td>Confidential Letter of Recommendation or Evaluation</td>
<td></td>
</tr>
<tr>
<td>Recommendation from Florian</td>
<td>ffrey Stout</td>
<td>Requested Sep 21, 2018 at 11:50 AM</td>
<td>Re-send Request</td>
</tr>
<tr>
<td></td>
<td>Fues</td>
<td>Confidential Letter of Recommendation or Evaluation</td>
<td></td>
</tr>
<tr>
<td>Recommendation from Florian</td>
<td>sim Zaman</td>
<td>Requested Sep 21, 2018 at 11:49 AM</td>
<td>Re-send Request</td>
</tr>
<tr>
<td></td>
<td>Fues</td>
<td>Confidential Letter of Recommendation or Evaluation</td>
<td></td>
</tr>
</tbody>
</table>

Click on “View Details” to see details about the letter. You can now attach the letters to the appropriate application.

If you have any questions with the information above, please reach out to me for help and clarification.