

CREATING A DOSSIER

Responsibilities of the Student:

The following information should be submitted to Florian Fues (flo.fues@princeton.edu) to complete the dossier:

1. **Placement Release File Form**

Must be completed and signed by the student. The form is located online at: <http://religion.princeton.edu/wp-content/uploads/Placement-Release-File-Form.pdf>

2. **Letters of Recommendation**

The average is 3 (to 5 letters). All recommendation letters should be sent electronically to flo.fues@princeton.edu. Letters should be sent in these two formats:

- a. PDF Document
- b. Word Document

3. **Instruction email**

Please email flo.fues@princeton.edu a list of jobs you will be applying to. Please include:

- a. Institution name
- b. Deadline date
- c. Name of professors writing the letters and whether or not professors will submit on their own
- d. Method of how the letters should be submitted (interfolio, email etc)

4. **Current CV (optional)**

For archival in your department Dossier only.

5. **Transcript (optional)**

For archival in your department Dossier only. Currently enrolled students can access the following web site to order their transcripts: <http://registrar.princeton.edu/student-services/transcript>
(Please make sure the transcript has the current year you are sending the dossier.)

Recommendation for specific submissions methods:

- a. **Electronic Mailing:** email flo.fues@princeton.edu the information needed to send the letter to a specific person via email (name and title, institution, and email address).
- b. **Electronic Uploading for specific institutions:** If the application asks for the letter writer's email address, enter Florian's email address: flo.fues@princeton.edu, **NOT** the letter writer's email address. By following these instructions, the institution will automatically send Florian (flo.fues@princeton.edu) the email prompt to upload the letter.
- c. **Interfolio Uploading:** see specific institutions below (page 2 onward)

Note: A two-week notice prior to the deadline is greatly appreciated. For additional questions, please feel free to email me, flo.fues@princeton.edu

Thank you and Good Luck! – Flo

Instructions for Letters of Recommendation, using Interfolio

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:

dossier Jason Robinson

Letters

My Letters of Recommendation Letters to Write 1

You have not requested any letters of recommendation yet.
[Request a letter of recommendation](#)

How do I request a letter of recommendation?

Dossier makes it easy to manage your letters of recommendation.

- Start by filling out the request form
- Dossier sends an email to your recommender
- Your recommender gets a link and uploads the letter

Once the letter is uploaded, you'll be able to use Dossier to deliver it to any opportunity.

Your requested letters will appear in this section, and you will be able to see the status of each request.

Click on "Request a Letter"

Jason Robinson

[Request a Letter](#)

Next, fill out the “New Recommendation Request form as shown below:

Recommender

Florian Fues

Enter the name and email address of your recommender below to add a contact. After you add this contact, we will save it so you don't have to enter this information again when requesting a recommendation from this person.

Title First Name * Last Name *

Email Address *



(Recommender: **Florian Fues**

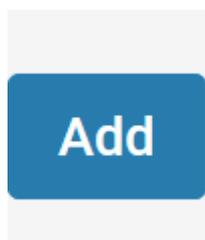
Title: -

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”)

You will see a screen similar to this:

This application only accepts 3 letters of recommendation. After you request 1 letter from the below recommenders, you will reach the maximum. If you want to change a recommender you've already added, please remove one, and you'll be able to search for and add a new recommender.

Recommender

Florian Fues (flo.fues@princeton.edu) **X**

Document Title

Recommendation from %RecommenderName% Eric Gregory

Note: When you submit your letter request, we will create a document title for each letter you request, and we will replace "%RecommenderName%" with the name of your recommender. You can customize the name above, but please note that you must keep the recommender name in the title.

Preview: Recommendation from Patricia Bogdziewicz Eric Gregory

Confidentiality ⓘ

This request is for a confidential letter or evaluation.

To more easily identify 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:

Full-time, Tenure-track Islamic Studies Position at Bard College

Description

Website Text Description

https://apply.interfolio.com/54151

Message To Recommender [Preview Request](#)

Eric Gregory, letter for Bard College

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).

<https://product-help.interfolio.com/m/27438/l/916536-how-to-create-your-list-of-contacts-and-send-letter-requests-to-multiple-writers#editing-and-deleting-contacts>

(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:

Letter Title	Status	Type	Actions
Recommendation from Florian Fues Eric Gregory	Requested Sep 21, 2018 at 11:51 AM	Confidential Letter of Recommendation or Evaluation	Re-send Request View Details
Recommendation from Florian Fues Jeffrey Stout	Requested Sep 21, 2018 at 11:50 AM	Confidential Letter of Recommendation or Evaluation	Re-send Request View Details
Recommendation from Florian Fues sim Zaman	Requested Sep 21, 2018 at 11:49 AM	Confidential Letter of Recommendation or Evaluation	Re-send Request View Details

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