IMPORTANT ANNOUNCEMENT

Decision Desk – the application software system for collecting supplemental, program-required materials for graduate applications – informed us in early October that they would be ending service. The SDSU team that supports Decision Desk immediately began the process to replace the Decision Desk graduate program application process with a software system called Interfolio.

As applications for each program become available in the Interfolio system, a link will become available the the program’s page on the program application launch site HERE.

If you started started a Decision Desk application, please see the Frequently Asked Questions HERE.
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1 - Getting Started

- Check your program’s program application launch page HERE to determine whether the Interfolio application is available.

- Review the application instructions and deadline found there.

- Click on the red button at the bottom of the page to begin application.

1: APPLY TO THE UNIVERSITY BY DECEMBER 15

Apply to the university using Cal State Apply.

*Please note:* After you apply, you will receive your SDSU Red ID. Your Red ID is required to submit your program application.

If you have not received your Red ID within 10-15 business days of applying, please contact Graduate Admissions. Red IDs may be issued anywhere between 1 and 15 business days, depending on when you apply. We recommend submitting your Cal State Apply application as soon as possible to ensure you receive your Red ID on time.

2: SUBMIT OFFICIAL TEST SCORES AND TRANSCRIPTS BY JANUARY 12

Official test scores and transcripts must be sent to Graduate Admissions.

Graduate Admissions
San Diego State University
5500 Campanile Drive
San Diego, CA 92182-7416

SDSU Institution Code (GRE and TOEFL): 4682

Further details can be found on the graduateAdmissions website. You can check the status of your university application, official test scores and transcripts by logging into SDSU WebPortal.

3: COMPLETE THE PROGRAM APPLICATION BY DECEMBER 15

Complete the program application using Interfolio. Click on the button below to begin the program application.

[Click to BEGIN application](#)

If you’ve already started a program application in Interfolio, [click here](#) to log back in.
1.1 - Getting Started: Introduction Page

- Once you arrive at the Interfolio introduction page, click on the ‘Apply Now’ button to get started.
1.2 - Getting Started: Logging in

- Already have an Interfolio account? You can sign in with your account information.

- New to interfolio? Click ‘Create an account’
1.3 - Getting Started: Account Creation

- Use the **same name and email** used in your Cal State Apply application.

- Our recommendation for ‘How did you hear about us’

- **DO NOT purchase Dossier Deliver.** This is not needed to complete the Interfolio application.
1.4 - Getting Started: Application Navigation

- Sections can be completed in any order
- Work saves automatically in Interfolio

**5 Documents Required | 0 Added**

If this application has specific document requirements, they will be listed below—simply click “Add File” to upload a new document or to select one from your Dossier.

- **Personal Statement**
  - 1 Required | 0 Added
  - Please upload your Statement of Purpose here. See Document Checklist (under Forms) for details.

- **Resume**
  - 1 Required | 0 Added
  - Please upload your Resume or CV here. See Document Checklist (under Forms) for details.

- **Confidential Letter of Recommendation or Evaluation**
  - 3 Required | 0 Added
  - Please request three letters of recommendation. If desired, you may request two additional letters of recommendation in the Additional Documents section. See Document Checklist (under Forms) for instructions.

**Application Steps**

- 1. Documents
- 2. Personal Information
- 3. Forms
  - Confidential Demographics
  - Application Process Checklist
  - Document Checklist
  - Contact Information
  - Program Questions
- 4. Review

Click on application sections here to navigate application
2 - Documents

- Click on the ‘Document Checklist’ under the Forms section for detailed description and instructions for the documents.
2.1 - Documents: Document Checklist

- To keep track, you can check off the documents as you upload them

- Review the criteria and instructions for uploading for each document here

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**Document Uploads**

Please indicate which documents you have included in your application.

- [ ] Statement of Purpose (Required)
- [ ] Resume/CV (Required)
- [ ] Letter of Recommendation Requests (3 Required; 2 additional optional)

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**Required Documents**

**STATEMENT OF PURPOSE**

In the Documents section, under *Personal Statement*, please upload your Statement of Purpose.

Please write a 500 word essay describing your interest in the Engineering Joint Doctoral Program. Make sure to address any previous academic and professional experience, research goals, and what you plan to do with a doctoral degree in the future.

We recommend uploading the document in PDF format.

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**RESUME/CV**

In the Documents section, under *Resume*, please upload your Resume/CV.

We recommend uploading the document in PDF format.

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**LETTERS OF RECOMMENDATION**

Three letters of recommendation are required. Two additional letters of recommendation are optional.

In the Documents section, under *Confidential Letter of Recommendation or Evaluation*, please use the Request a Recommendation function to request three letters of recommendation.
2.2 - Documents: Uploading Files

1. Click ‘Add File’

2. Select ‘Add New File’ tab

3. Upload PDF & Select Type

   This should match the category of the document

It may take a while to convert to ‘Received’.
2.3 - Documents: Letters of Recommendation

1. Click ‘Add File’

- Confidential Letter of Recommendation or Evaluation

Please see Document Checklist under Forms for instructions.

2. Click ‘Request a Recommendation’

Add File

Choose Existing  Request a Recommendation

Does your application require letters of recommendation? You may request recommendations through Dossier by selecting the request option below. After going through the request process, we will automatically attach the letter to your application when we receive it from your letter writer.

For those who already have an Interfolio Dossier with confidential Letters of Recommendation – Select the “Choose Existing” tab.
2.3 - Documents: Letters of Recommendation

3. Add **recommender info** to the form

Once you upload your CV/Resume or other documents they will appear here. This is optional.

* Indicates fields that autopopulate. They can be edited but **we recommend keeping the defaults as-is.**

Once you select Send Request your recommender will receive an email from Interfolio.
2.4 - Documents: Transcripts (if required)

If required for your program application, upload an unofficial transcript for your **MOST RECENT** college/university attended under the ‘Transcript’ section.

Upload unofficial transcripts for **ALL OTHER** colleges/universities attended in the Documents section, under Additional Documents.

**NOTE:** Uploading unofficial copies of your transcripts here is not a substitute for sending official transcripts to the SDSU Office of Graduate Admissions.
2.5 - Documents: Additional Documents

The Additional Documents section should only be used as directed in your application’s ‘Document Checklist’ section under forms. You may be directed to provide the following:

- Optional letters of recommendation (if applicable)
- Employment, coursework, research experience or volunteer forms (if applicable)
- TOEFL Scorecard (if applicable)
- Other documents outlined by the program

DO NOT upload documents not stipulated in the Document Checklist section.
3 - Personal Information

Name & Address

Lynsey Miller
6363 Alvarado Court
San Diego, CA 92120
US

This information will auto-populate from the Account Profile you created. You can still edit if needed.

Education

Highest Degree Earned *
— Select a Degree —

Please select the highest degree you’ve been granted.

Receiving Institution *
Ex. Interfolio University

Please enter the name of institution you attended.

Date Earned *

MMM D, YYYY

Please select the date your degree was granted.

☐ I prefer not to disclose my educational information.

Previous Next

Return To Review
4 - Forms

- Forms can be completed in any order
5 - Review and Submit

- Select the “Review” button to preview your application then select “Submit Delivery”.
- PLEASE NOTE: Once you click submit, you will no longer be able to edit your application.
5 - Review and Submit

- After submitting the application, you may be prompted to upgrade to Dossier Deliver. **You do not need to upgrade to this product.** These messages should be ignored.
6 - Returning to Your Application

- Return to your application by going to Interfolio.com, click ‘SIGN IN’ and enter your login credentials.
6.1 - Dossier

The Dossier is Interfolio’s way of organizing your application materials. It consists of three components:

1. **Deliveries** - This is where your program application(s) is found. You can view the status of the application, edit (if not yet submitted), or withdraw your application there.

2. **Materials** - All your documents are saved here and can be easily applied to other applications, if necessary.

3. **Letters** - View the status of your letters of recommendation and re-send requests.
6.2 - Deliveries

- Edit or delete in-progress applications here. **NOTE:** New applications should not be started through the ‘New Delivery’ button found here. Instead, go to the program application launch site [HERE](#) to start a new application.

![Deliveries Table](#)

- You can also review submitted applications here.

![Sent Deliveries Table](#)
6.3 - Materials

- All your documents are saved here and can be easily applied to other applications, if necessary.
- **NOTE:** Do not request letters of recommendation or create new deliveries (applications) from this page. Instead, do so from within the application.
6.4 - Letters

- View the status of your letters of recommendation and re-send requests. **NOTE:** new letters of recommendation should not be requested from this section, rather, they should be requested from within the program application.
7 - Help Resources

Interfolio Questions
• For help signing up, accessing your Interfolio account, or submitting your application, please visit the help and support section or get in touch via email at help@interfolio.com or phone at (877) 997-8807.

Supplemental Program Application Questions
• For any questions or concerns regarding the Supplemental Program Application, please visit the program application help page or contact the department directly. Their contact information can be found on the program’s page on the program application launch site HERE.

Graduate Admissions Questions
• For questions about Cal State Apply or general admission documents (e.g. official transcripts, GRE scores, etc.), please see the Graduate Admissions site or contact them at (619) 594-6336 or by email at admissions@sdsu.edu. International applicants may contact the International Student Center at 1-619-594-0770 or intl_admissions@sdsu.edu.