

# LRSM PSSI

## Instructions for Applicants:

- 1) Click “Apply Now” in top right hand corner of interfolio page
- 2) Create Interfolio account
- 3) Upload documents
- 4) To denote recommendation writers, click “add files” option.
- 5) Go to “request a recommendation letter” and click “request” in the bottom right hand corner of pop up, then “add new contact”
- 6) Due date: March 1, 2021
- 7) Recommendation type: specific recommendation or opportunity
- 8) Description: Website
- 9) Send request
- 10) Return to application and complete
- 11) Access letter of recommendation portal via link in email request from Interfolio
- 12) Select the "Upload Letter" option and upload the saved completed version of form to the applicant's file

*If you have other questions not answered in this document, do not hesitate to reach out to Dr. Ashley Wallace ([walla3@lrsmlrsm.upenn.edu](mailto:walla3@lrsmlrsm.upenn.edu)) or Dr. Mark Licurse ([mlicurse@lrsmlrsm.upenn.edu](mailto:mlicurse@lrsmlrsm.upenn.edu)).*