LRSM PSSI
Instructions for Letter of Recommendation Writers

NOTE: You will receive a request via email from Interfolio to upload a letter of recommendation for Penn Summer Science Initiative (PSSI) at University of Pennsylvania: Academic Opportunities.

3+ Download "Letter of Recommendation for PSSI Applicants" form from LRSM website

4+ Open form in a dedicated PDF program (Adobe Acrobat Reader is free and works on Mac & PCs, or on Macs you can use Preview) or you can open the PDF with a browser (Internet Explorer, Chrome, Safari, Firefox, etc.)

5+ Complete this form and use "save as" option to ensure your changes are saved. We recommend you then try to open the saved file to make sure your changes were saved properly before submitting."

6+ Access letter of recommendation portal via link in email request from Interfolio
- If page does not load, "copy" and "paste" the web link for the page into another browser (i.e. Safari, Chrome, Internet Explorer, etc.)

7+ "Accept" request

8+ "Select File for Upload" option

9+ "Browse to Upload" to upload form from saved location (i.e. desktop, USB drive, document folder, etc.)

: + "Choose" the saved completed version of form and click "submit" to attach 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@lrsm.upenn.edu) or Dr. Mark Licurse (mlicurse@lrsm.upenn.edu).