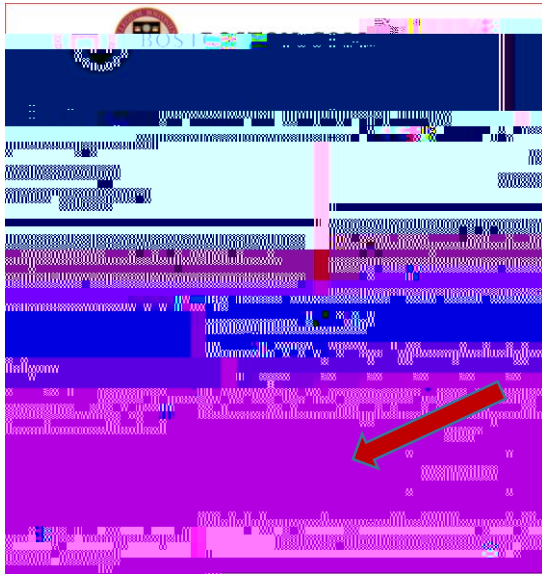




**Click** on the link provided to you in your invitational email. You will see the following screen:



**Click** on



You will need to create an account if you do not have one.



Create an account by **clicking** on

[Create an account](#)

## Guide for Submitting Your Alpha Sigma Nu application through Interfolio

Interfolio HelpDesk

Email: [help@interfolio.com](mailto:help@interfolio.com)

Telephone Number: (877) 997-8807

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This will bring you to this screen:

Enter the requested information to create your Interfolio account. Then **click** on

This will bring you the Profile section.

Complete the Profile information and **click**

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Upload the required documents by

**Alpha Sigma Nu**

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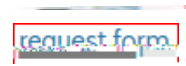
(Page 4 of 11)

You will then see the following screen:

**Click** on **any** of the three options to request a letter:

or

or



When you click on any of those three options, you will be prompted to complete a letter of recommendation request form. Please complete this form.

### **Please note:**

Request Method: Email

Due Date: November 1, 2017

Recommendation Type: General

You may choose to attach a document for the person who is writing your letter of recommendation.

**Click**

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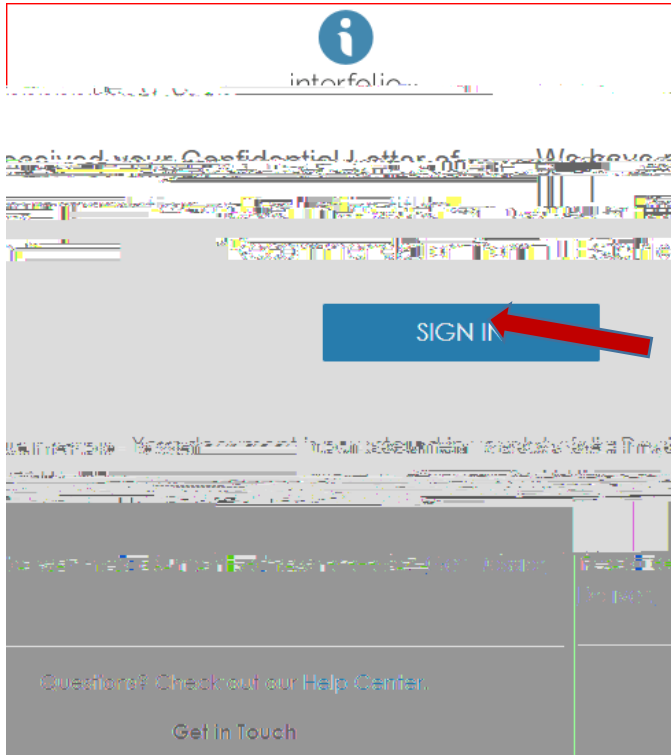
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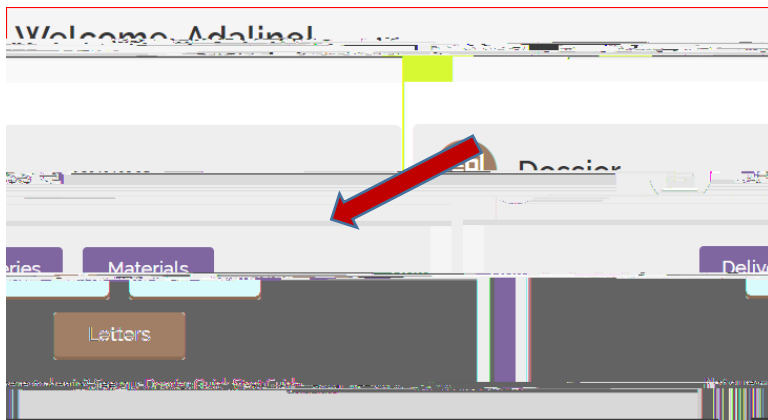
(Page 6 of 11)



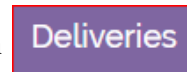
Click on



When you sign into Interfolio, you will see the following screen:



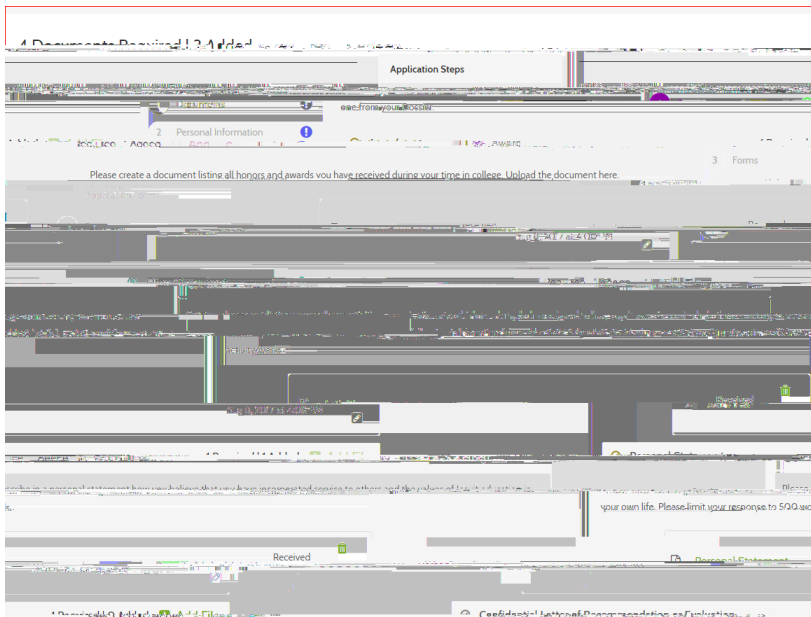
Click on




This will bring you to the following screen:

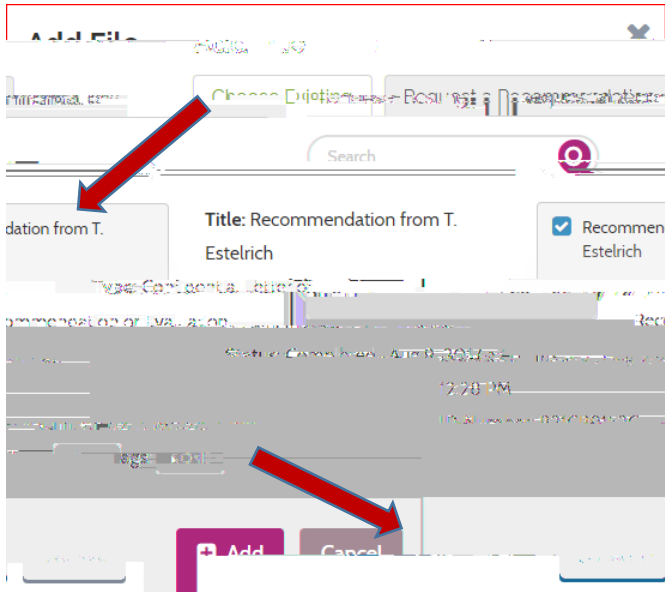
Click on [Edit](#)

This will bring you to the following screen where you need to add the letter of recommendation to your application.

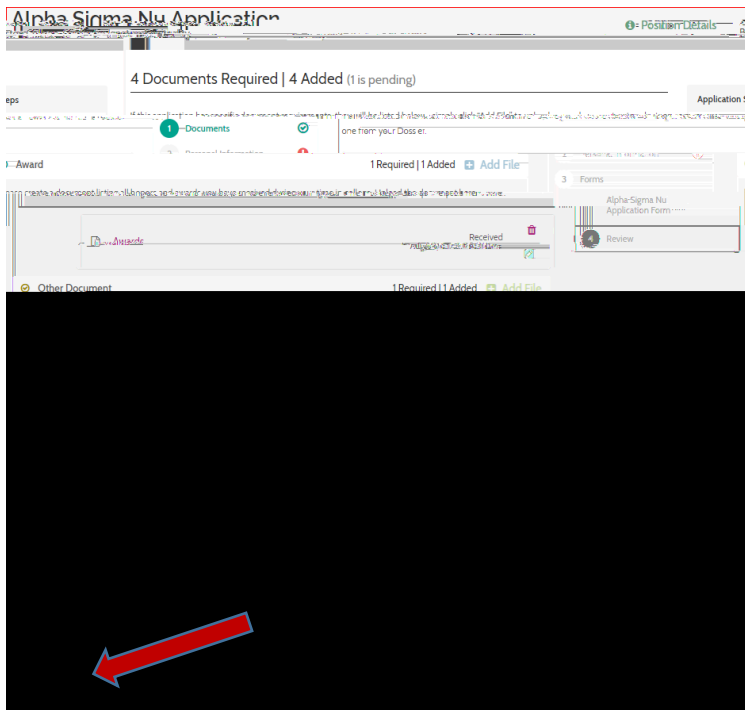



Click on [+ Add File](#) to add your letter of recommendation to your application.

**Check** the recommendation and add it to your application by **clicking** 



Once you add your letter of recommendation, you will see the following screen:



Click on  to continue processing your application and complete the requested information.



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**Please note:**

While you still have not graduated from Boston College, please choose Bachelor of  
CtwtUekpegIGf vecvkpí "cu"{qwt"j ki j guvf gi tgg"gctpgf "cpf "gpvt"Dquvq"Eqmgi g"cs the receiving  
institution with May 21, 2018 as

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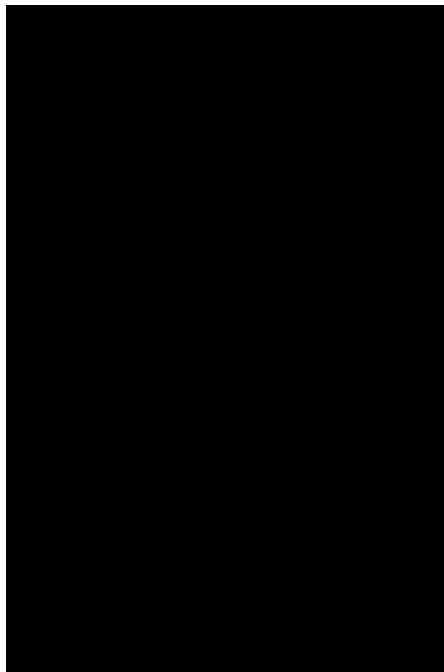
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You will also receive the following email confirmation



Please note that your application has not been submitted until you receive this email.



You will receive an additional email congratulating you on the submission of your application.

**Wishing you the best, Alpha Sigma Nu**