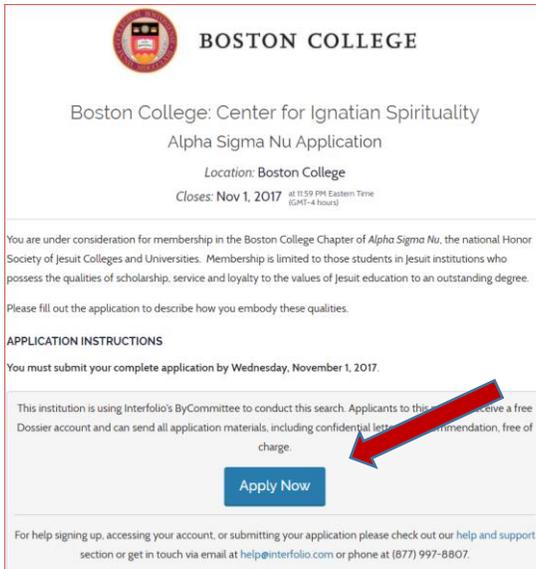


1

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

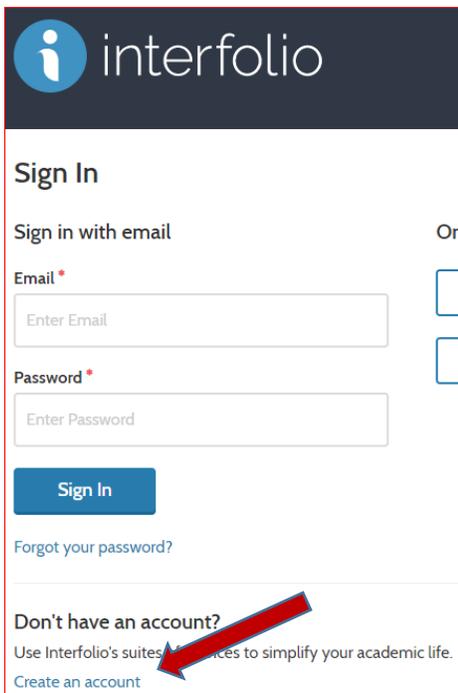


2

**Click** on



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



3

Create an account by **clicking** on



This will bring you to this screen:

The registration form includes the following fields and options:

- First Name \* (text input)
- Last Name \* (text input)
- Email \* (text input) or Sign up with Google (button)
- Password \* (text input) with Show Password checkbox
- How did you hear about us? \* (dropdown menu)
- Keep me updated about press releases, news, and best practices.
- I agree to Interfolio's Terms of Service
- Sign Up button
- Want to deliver your materials? Sign up for Dossier Deliver

4

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

This will bring you the Profile section.

The 'Complete Profile' form includes the following fields and options:

- First Name \* (text input: Adaline)
- Last Name \* (text input: Mirabal-Camacho)
- Address Line 1 \* (text input: Enter Street Address) with a red error message: Address is required.
- Address Line 2 (text input: Enter Apartment Number, Floor, Suite)
- City \* (text input: Enter city)
- State (dropdown menu)
- Zip/Postal Code \* (text input: Enter Zip)
- Country \* (dropdown menu: Select your country)
- Save & Continue > button
- Cancel button

5

Complete the Profile information and **click** on 

This will bring you to the Alpha Sigma Nu Application. Follow the application instructions.

The screenshot shows the 'Alpha Sigma Nu Application' page. At the top, it says '4 Documents Required | 0 Added'. Below this, there are five document categories, each with an 'Add File' button: 'Award', 'Other Document', 'Personal Statement', and 'Confidential Letter of Recommendation or Evaluation'. A sidebar on the right lists the application sections: '1 Documents', '2 Personal Information', '3 Forms', 'Alpha Sigma Nu Application Form', and '4 Review'. A red arrow points to the 'Add File' button for the 'Confidential Letter of Recommendation or Evaluation' category. Another red arrow points to the 'Review' section in the sidebar.

6

Upload the required documents by **clicking** **+ Add File** on each section

**Select** a Type of document (Award/Essay/Personal Statement) and **click** on **+ Add**

When you upload the next document, **choose** the **Add New File** tab and continue uploading required documents.

(When you click on **+ Add File** in the Confidential Letter of Recommendation or Evaluation, you will be asked if a letter of recommendation is required. Yes, a letter of recommendation is required).

The 'Add File' dialog box asks: '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.' At the bottom, there are two buttons: 'Request' and 'Cancel'. A red arrow points to the 'Request' button.

7

**Click** on **+ Request**

(You may then click on **No thanks, just take me to Dossier** )

8

You will then see the following screen:



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

**Request a Letter**

**or** Request a letter of recommendation

**or** request form

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.

**Confidentiality**

This request is for a confidential letter or evaluation.

**Request Method**

Email  Print Request Form

**Information For Your Recommender**

The information you provide below will be available to your recommender when viewing and submitting the request. Please provide a due date for your recommendation. You can also attach your C.V. and an additional document you wish to include with your letter request. Make sure to specify the purpose of your recommendation, and include either a link or text description of the opportunity you are pursuing, such as a fellowship, award, or faculty position.

**Due Date**

Nov 1, 2017

**CV**

--

**Additional Document**

--

**Recommendation Type**

General Recommendation  Specific Recommendation or Opportunity

**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.

9

**Click** on **Send Request** to submit your request.

Once you submit your request, you will see a screen with the following information:

### New Recommendation Request

from Adaline Mirabal-Camacho

---

Thank You!

---

You successfully requested a recommendation. Your letter writer will receive an email containing the information you provided in your specific request, along with instructions for submitting the completed document to Interfolio.

[Return to your Dossier](#)

(You may click on [Return to your Dossier](#) to see your application progress or/and exit out of Interfolio.)

You will receive the following email:



interfolio

Your request for a Confidential Letter of Recommendation or Evaluation has been sent to Dr. Tomeu Estelrich ([estelric@bc.edu](mailto:estelric@bc.edu)).

---

Hi Adaline Mirabal-Camacho,

Now that your request has been sent, the next step is for Dr. Tomeu Estelrich to upload the document. When they do, you'll get a confirmation email.

If necessary, you can easily [resend your request](#) to your letter writer from your Dossier account.

If your letter writer gets in touch with questions, feel free to refer them to us so we can assist them. Or you can always direct them to our [help for letter writers](#), which answers the most common user questions.

Want to deliver your stored confidential letters and other materials to academic opportunities anywhere? [Get Dossier Deliver](#).

---

Questions? Check out our [Help Center](#).

**Get in Touch**

[help@interfolio.com](mailto:help@interfolio.com) | (877) 997-8807 | [interfolio.com](http://interfolio.com)

Once your letter of recommendation is submitted, you will receive the following email:

# 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

(Page 6 of 11)

Get Dossier Deliver.' At the bottom, it says 'Questions? Check out our [Help Center.](#)' and 'Get in Touch' with contact information: 'help@interfolio.com | (877) 997-8807 | interfolio.com'"/>

10

Click on **SIGN IN**

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

Dossier Quick Start Guide'"/&gt;

11

Click on **Deliveries**

This will bring you to the following screen:

**Deliveries** + New Delivery

**In Progress**

Recipient	Status	Notes	Type	Actions
Boston College: Center for Ignatian Spirituality Alpha Sigma Nu Application	In Progress	Accepting Applications Due Nov 1, 2017 by 11:59 PM ET	Interfolio-hosted Position	<a href="#">Edit</a>   <a href="#">Delete</a>

**Interfolio-hosted position:** anyone can apply for free to positions hosted through Interfolio—Dossier Deliver is not required, and it doesn't count toward your 50 annual deliveries.

**Click on** Edit

12

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

**4 Documents Required | 3 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.

**Award** 1 Required | 1 Added + Add File

Please create a document listing all honors and awards you have received during your time in college. Upload the document here.

Awards Received Aug 8, 2017 at 4:00 PM

**Other Document** 1 Required | 1 Added + Add File

Create a document listing your college activities, organizations to which you have belonged, and college work experience. Include the following information for each activity/job: • Activity/work name • Dates of service • Any office you held • A brief description of the activity/work

Activities Received Aug 8, 2017 at 4:06 PM

**Personal Statement** 1 Required | 1 Added + Add File

Please describe in a personal statement how you believe that you have incorporated service to others and the values of Jesuit education in your own life. Please limit your response to 500 words.

Personal Statement Received Aug 8, 2017 at 4:09 PM

**Confidential Letter of Recommendation or Evaluation** 1 Required | 0 Added + Add File

**Application Steps**

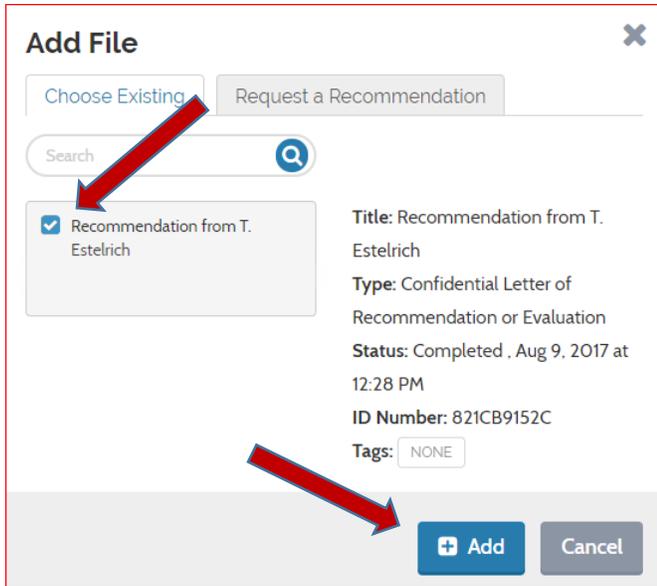
- 1 Documents 1
- 2 Personal Information 1
- 3 Forms  
Alpha Sigma Nu Application Form
- 4 Review

**Click on** + Add File to add your letter of recommendation to your application.

13

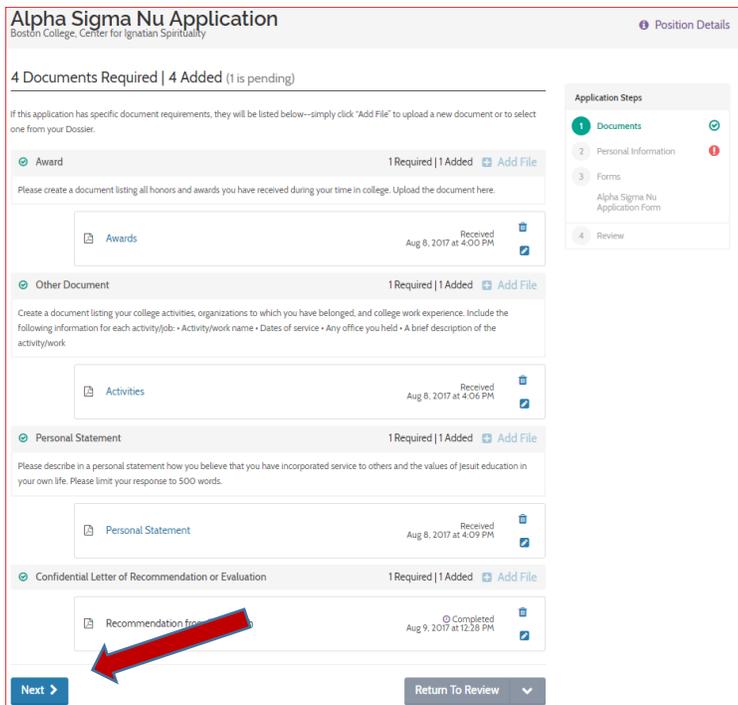
**Confidential Letter of Recommendation or Evaluation** 1 Required | 0 Added + Add File

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



14

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



15

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

**Please note:**

While you still have not graduated from Boston College, please choose Bachelor of Arts/Science/Education... as your highest degree earned and enter Boston College as the receiving institution with May 21, 2018 as the date earned (if you are scheduled to graduate May 2018.)

The screenshot shows the 'Alpha Sigma Nu Application' form at Boston College. The 'Application Steps' sidebar on the right indicates that 'Personal Information' is the current step (2), with 'Documents' (1) completed and 'Forms' (3) and 'Review' (4) pending. The main form area includes fields for 'Name & Address', 'Education', 'Highest Degree Earned' (set to 'B.Sc. - Bachelor of Science'), 'Receiving Institution' (set to 'Boston College'), and 'Date Earned' (set to 'May 21, 2018'). A red arrow points to the 'Next >' button at the bottom of the form.

16

Once you have entered the requested information, **click** on 

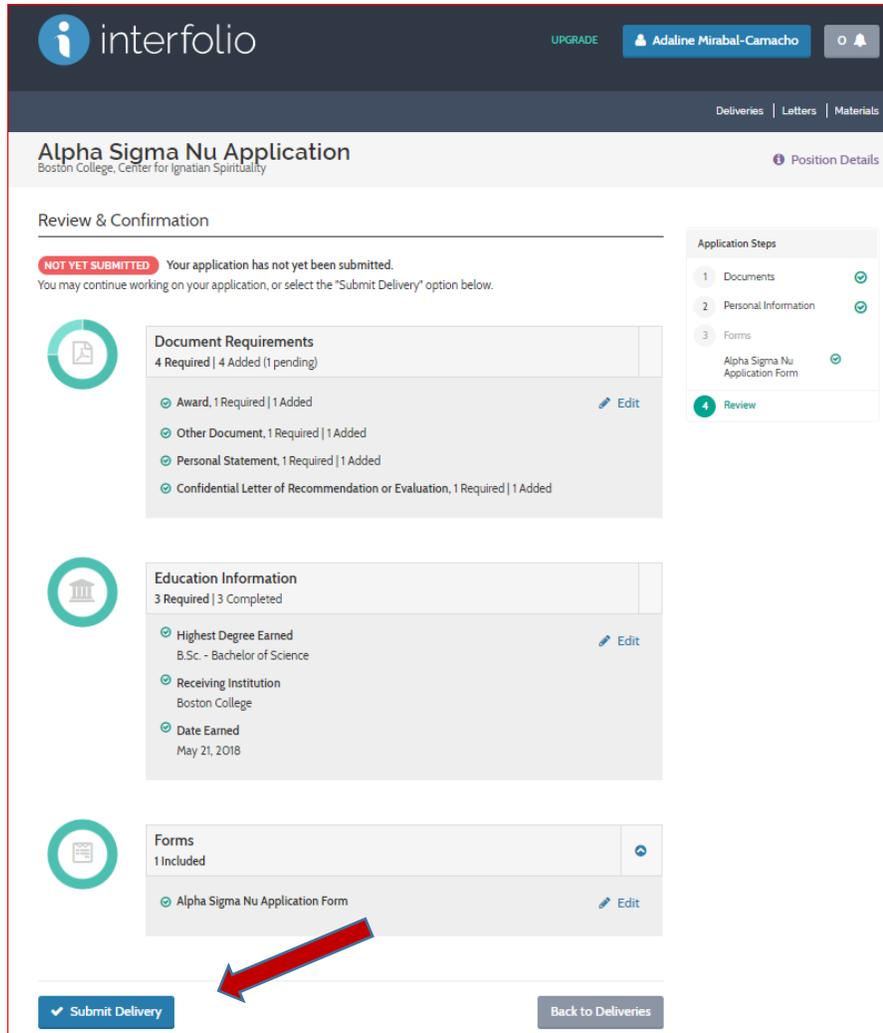
You will see the Alpha Sigma Nu Application Form.

The screenshot shows the 'Alpha Sigma Nu Application Form' at Boston College. The 'Application Steps' sidebar on the right indicates that 'Forms' is the current step (3), with 'Documents' (1) and 'Personal Information' (2) completed and 'Review' (4) pending. The main form area includes sections for 'Academic Information' with radio button options for BC School (MCAS, LSOE, CSOM, CSON, WCAS), 'Major(s)', 'Minor(s)', 'Year of Graduation', and 'Eagle ID Number'. A red arrow points to the 'Next >' button at the bottom of the form.

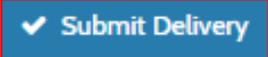
17

Please complete the requested information (if you do not have a minor, just write in 'None') and **click** on 

You will now see all the components of your application.

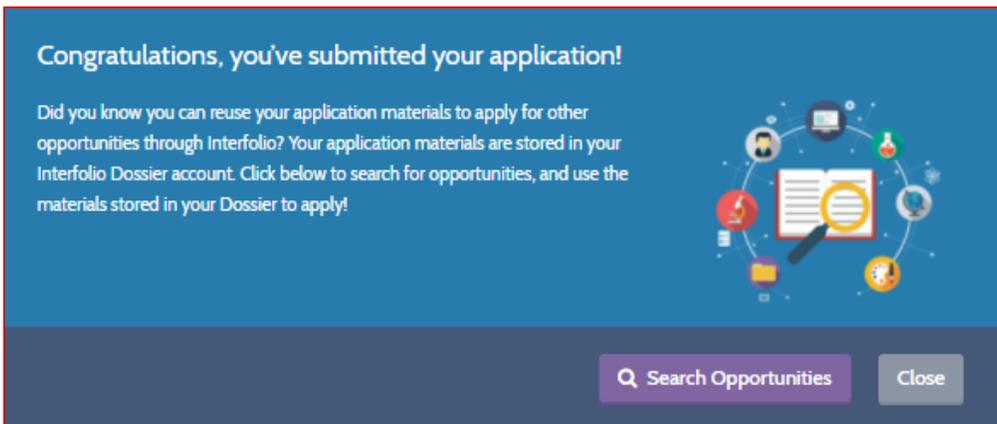


18

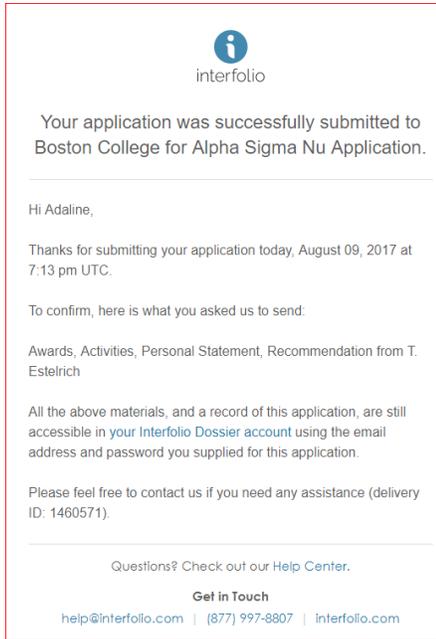
When you are ready to submit your application, **click** on 

Your application will not be received until to you submit it by clicking on the  button.

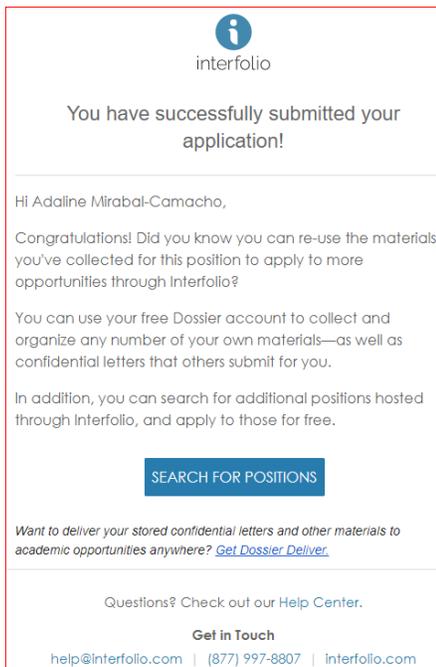
When you submit your application, the following message will pop-up.



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**