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

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

Create an account by clicking on
This will bring you to this screen:

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

This will bring you the Profile section.

Complete the Profile information and click on Save & Continue.

This will bring you to the Alpha Sigma Nu Application. Follow the application instructions.
Upload the required documents by clicking on each section.

Select a Type of document (Award/Essay/Personal Statement) and click on [Add].

When you upload the next document, choose the 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).

Click on [Request].

(You may then click on [No thanks, just take me to Dossier].)
You will then see the following screen:

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

- Request a Letter
- Request a letter of recommendation
- 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.

**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** on to submit your request.
Once you submit your request, you will see a screen with the following information:

(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:

Once your letter of recommendation is submitted, you will receive the following email:
When you sign into Interfolio, you will see the following screen:

This will bring you to the following screen:
Click on `Edit` to add your 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 **Add**.

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

Click on **Next** 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.)

Once you have entered the requested information, click on Next.

You will see the Alpha Sigma Nu Application Form.

Please complete the requested information (if you do not have a minor, just write in ‘None”) and click on Next.
You will now see all the components of your application.

When you are ready to submit your application, click on **Submit Delivery** button.

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

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

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**Congratulations, you've submitted your application!**

Did you know you can reuse your application materials to apply for other opportunities through Interfolio? Your application materials are stored in your Interfolio Dossier account. Click below to search for opportunities, and use the materials stored in your Dossier to apply!
You will also receive the following email confirmation

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

Wishing you the best, Alpha Sigma Nu