

## Letters of Recommendation - Interfolio Credentials Service

Letters of Recommendation are an important part of your academic credentials file. Letters of Recommendation from your professors, mentors and former employers can help you when applying to graduate school, law school and sometimes employment opportunities.

### INTERFOLIO CREDENTIALS SERVICE

It's important to gather Letters of Recommendation throughout your academic career. Asking for a letter of recommendation after completing internships, summer employment or research projects is an excellent way to stay connected to your experiences and it is something that can support your career or academic goals.

Brown now utilizes the Interfolio Credentials Service - a fast, easy and secure way to request, compile and send your Letters of Recommendation.

The first step is to create your membership account with Interfolio by visiting their [web site](#). Next, using your Interfolio account, you can electronically request Letters of Recommendation from your writers (professors, mentors, former employers, etc.). Your writers can easily submit a Letter of Recommendation directly to your Interfolio account - either electronically or by mail.

Once Interfolio receives your Letters of Recommendation and other supporting documentation, you can begin requesting them to be forwarded to the programs when you decide to apply. Interfolio can transmit your file either electronically or by mail within 24 hours.

### INTERFOLIO GIVES YOU MANY OPTIONS AND CONVENIENCES

- 24/7 access to check the contents of your file and make requests.
- An efficient way to have your Letter Writers update and add letters.
- The option to choose which letters are to be forwarded to your selected programs.
- An easy way to keep track of which programs you have applied to and when.
- Easy tutorials about how to use the Service and the options available to you.
- Electronic, regular mail or express mail service mailings.

### FOR MORE INFORMATION AND QUESTIONS

Additional information about Interfolio can be found on the CDC [web site](#). We also urge you to take a look at the Interfolio [online tutorials](#).

If you have general questions about Letters of Recommendation and/or Interfolio, feel free to visit the CDC, call us at 401.863.3326 or email us at [careerdevelopment@brown.edu](mailto:careerdevelopment@brown.edu).