Interfolio: How to Use

The Department of English uses an online service called Interfolio, allowing students going on the job market to store materials including but not limited to transcripts, writing samples, resumes/CVs, and teaching evaluations.

REGISTRATION

Students should visit Interfolio.com and register for the service themselves – the department does not do it for you. UIC has a promotional code that its students can use to get five years of free mailings (up to three per year). This code is available upon request by contacting Graduate Studies Coordinator, Neil O'Callaghan.

Once your account has been created, you can upload, edit and delete documents as needed.

LETTERS OF RECOMMENDATION

The only job material an account holder cannot upload or view on his or her own is a confidential letter of recommendation. Instead, students should have recommenders submit electronic copies of their letters of recommendation to the Office of Graduate Studies, c/o Graduate Coordinator Neil O'Callaghan. Once approved by the Director of Graduate Studies, a letter is uploaded within two business days. Since these documents now end up in a digital format, original hard copies are not required.

PRICING (as of 2014)

Account Fees:

* The annual account fee will be $19.

* A new three year account option will be available with a 30% annual discount ($39.90 for three years).

* A five year account option will be available with a 40% annual discount ($57 for five years).

Delivery Fees:

* The cost of electronic deliveries (including email) will stay the same at $4.

* US Postal Service First class mailings will cost $6.

* US Postal Service Priority mail will cost $12.

* 2-Day Delivery with tracking will cost $16.

* Overnight delivery with tracking will cost $28.

* Rush overnight delivery with tracking will not increase and will remain $40.