



Fall 2022 Supplemental Program Application Tutorial

Featuring Interfolio

Interfolio Tutorial Overview


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- Step 2 – Logging In
 - How to create an Interfolio Account
- Step 3 – Completing the Supplemental Program Application
 - Documents (Resume/CV, Transcripts, Letters or Rec, etc.)
 - Personal Information
 - Forms
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- Step 5 – Submit your Application
- Step 6 – After you Submit your Application
- Step 7 – Returning to your Application
 - Checking on Letters of Recommendation
- Deadlines/Important Dates
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How to Apply: Supplemental Program Application Link

Fall 2022 Supplemental Program Application

<https://apply.interfolio.com/90735>

Step 1 – Apply Now!

 **SAN DIEGO STATE UNIVERSITY** | **GRADUATE**

Already have an account? [Sign In](#)

SDSU/UC San Diego Joint Doctoral Program in Clinical Psychology - Fall 2022

San Diego State University-Graduate: College of Sciences: Psychology: Clinical Psychology (PhD)

Location	Open Date	Deadline
San Diego State University / UC San Diego	Sep 29, 2021	Dec 1, 2021 at 11:59 PM Eastern Time

Description

Thank you for your interest in applying to the SDSU/UC San Diego Joint Doctoral Program in Clinical Psychology. Please carefully review the following steps to apply:


1. Complete this supplemental program application. If you have any technical issues completing this application, please contact [Interfolio](#). For all other questions, please contact the program department.
2. Apply to the university using [Cal State Apply](#). This will start your application process and you will receive an assigned Red ID (your SDSU student ID number).
3. Send your official transcripts to SDSU Graduate Admissions. You can view full instructions on the [Graduate Admissions](#) webpage. **Note: Our program has decided to waive consideration of all scores from the GREs (General and Psychology Subject Test) for Fall 2022 admission.** We will not review any GRE scores for admission to the program.


This application consists of forms, document attachments, and confidential letters of recommendation.

Please carefully review the **Document Checklist** (under Forms in the application) for details on completing the upload requirements.

For detailed application procedure information and for step-by-step instructions for completing the Interfolio program application visit <http://clinpsyc.sdsu.edu/admissions-2/application-procedures/>

Please contact the program at psyajdp@sdsu.edu with any questions.


 **SAN DIEGO STATE UNIVERSITY**

 **UC San Diego**

Application Process

This institution is using Interfolio's Faculty Search to conduct this search. Applicants to this position receive a free Dossier account and can send all application materials, including confidential letters of recommendation, free of charge.

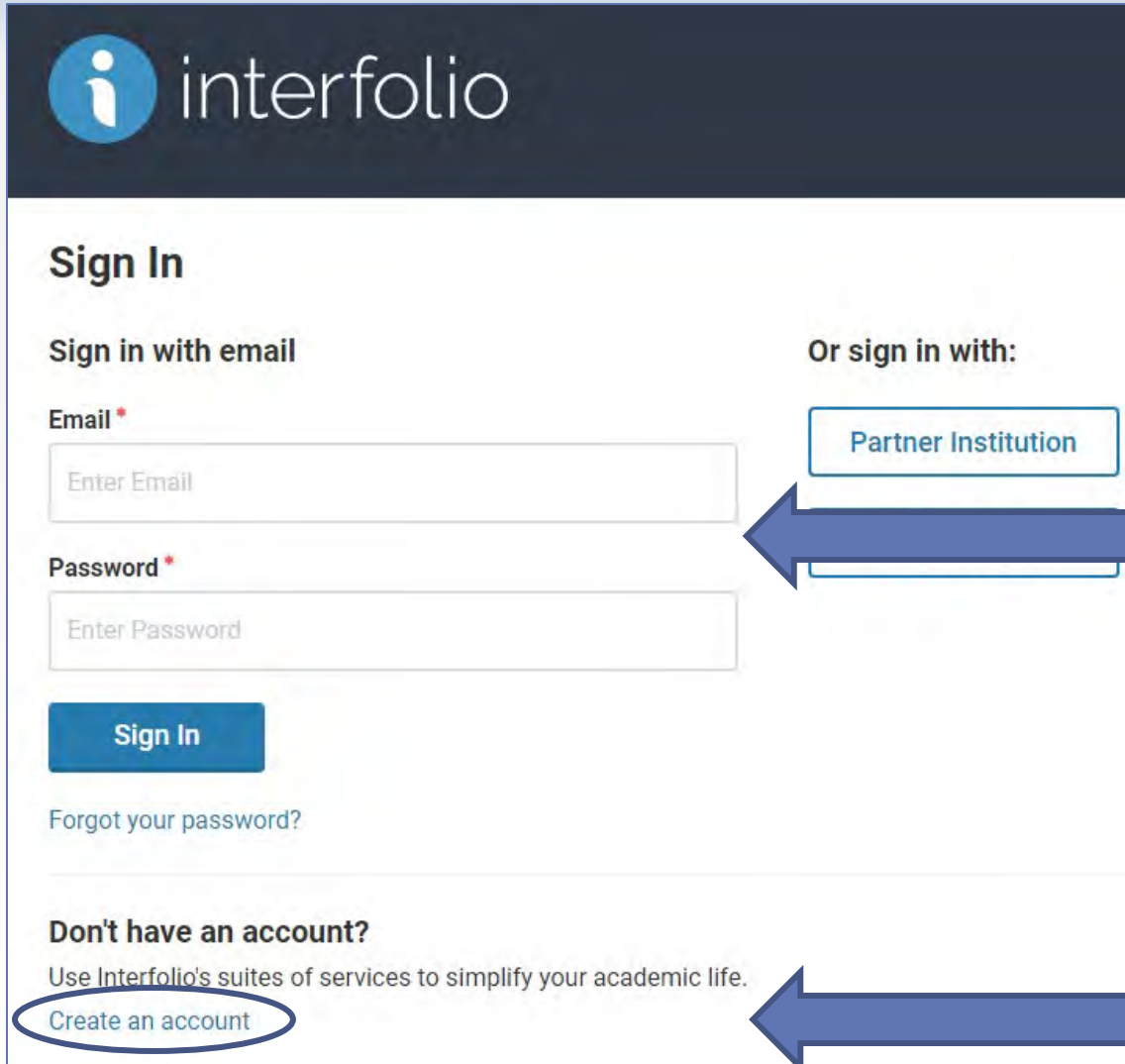
[Apply Now](#)

Powered by  **interfolio**

Both applications (our Supplemental Program application through Interfolio and Cal State Apply) can be completed at the same time!

Click
Apply
Now to
get started!

Step 2 – Sign in OR Create an Account



The screenshot shows the Interfolio login interface. At the top is the Interfolio logo. Below it, the 'Sign In' section contains a 'Sign in with email' form with 'Email' and 'Password' fields, a 'Sign In' button, and a 'Forgot your password?' link. To the right, there is an 'Or sign in with:' section with a 'Partner Institution' button. At the bottom, a 'Don't have an account?' section includes a link to 'Create an account'. Two large blue arrows point from external text to the 'Partner Institution' button and the 'Create an account' link. The 'Create an account' link is circled in the original image.

Sign In

Sign in with email

Email *

Enter Email

Password *

Enter Password

Sign In

[Forgot your password?](#)

Don't have an account?

Use Interfolio's suites of services to simplify your academic life.

[Create an account](#)

Or sign in with:

[Partner Institution](#)

Already have an Interfolio account?
Please sign in here

New to Interfolio?
Click **Create an Account**


Option 1: Sign In

Already have an Interfolio Account?

Skip to page 12 – Finding the Supplemental Application for our Clinical Psychology Program


If not, continue to next slide for Option 2: Creating an Interfolio Account

Option 2: Creating an Interfolio Account

 interfolio

Already have an account? [Sign In](#)

Sign Up for Your Dossier Account




Your online Dossier awaits. You're on your way to a more organized academic life. With Dossier, you'll be able to request, store, and organize your most important scholarly documents.

- ✓ Upload CVs, teaching statements, syllabi, and more.
- ✓ Request and store confidential letters.
- ✓ Curate materials into themed collections.

Ready to send your materials now?

With Dossier Deliver, you can apply for up to 50 positions, grants, fellowships or the next step in your academic career

[Upgrade to Dossier Deliver](#)



You are not required to have a Dossier Account



Creating an Interfolio Account

Enter Your Information

Email Address *

First Name * **Last Name ***

Password *
Your password must be at least 6 characters long and contain at least 1 letter and 1 number.

☐ Show Password


I am... *
(Select the option that best describes you)

How did you hear about us? *

What country do you live in? *
We need to collect this information in order to comply with data regulations.

☐ Keep me updated about products, news, and best practices

☐ I agree to Interfolio's Terms of Service *



Please use same name and email address used for your Cal State Apply application.

Creating an Interfolio Account

Create Your Profile

Create Your Profile

Finding and applying for the next step in your career path can be hard to navigate—but Dossier can help. Search for positions and then send out full applications or any collection of materials (such as confidential letters), electronically or by mail, with a few clicks.

This profile info below makes it easier for you to search and apply for Interfolio-hosted positions.

Contact Information

Address Line 1 *

Address Line 2

City *

State *

Select an option



ZIP/Postal Code *

Country *

Education

Highest Degree Earned *

Institution *

Date Earned *

Please use the following format: MMM DD, YYYY



ID Number NOT Required
Please Ignore!



ID Numbers

ID numbers are numbers that you can associate with a delivery to make sure the materials you are submitting go to the right place. These numbers are not required by Interfolio, but some institutions may require them.

ID Type

ID Value

Create my Profile



Creating an Interfolio Account

Find the Right Opportunities



Store your CV and Letters

Collect & Curate

Gather confidential letters and academic materials in a single, secure location. Curate thematic collections of materials for different types of opportunities. Stay on top of deadlines and get organized about your academic career.

Add your First File

Add Files

You can store a variety of materials in your Dossier account including letters of recommendation, supporting documents such as CV's and cover letters, and examples of your writing and research.

We accept a range of file types and formats including videos, and links to webpages.

or Create a Collection



Find the Right Opportunities

What if I want to apply for other opportunities?

Then use our Dossier Deliver service, which includes up to 50 deliveries for just \$48/year. Dossier Deliver also includes quality control for your confidential letters of recommendation and the ability to share your materials with others for feedback.

Your Area of Focus

What type of Dossier are you? *

Remember this is your *personal* Dossier. Your current Institution will never see your response, I am or would use Dossier to...

- ☐ Apply to alternative academic jobs
- ☐ Apply to graduate degree programs
- ☐ Apply to grants
- ☐ Apply to jobs in higher education
- ☐ Find grant and fellowship opportunities
- ☐ Give feedback to students and/or colleagues
- ☐ Request letters of recommendation
- ☐ Search for jobs
- ☐ Share my materials with a mentor or advisor
- ☐ Write letters of recommendation
- ☐ Other

Discipline *

(Select the option that best describes you)

Select an option

Store your CV and Letters

Collect & Curate

Gather confidential letters and academic materials in a single, secure location. Curate thematic collections of materials for different types of opportunities. Stay on top of deadlines and get organized about your academic career.

Add your First File

Add Files

You can store a variety of materials in your Dossier account including letters of recommendation, supporting documents such as CV's and cover letters, and examples of your writing and research.

We accept a range of file types and formats including videos, and links to webpages.

or Create a Collection

Add Collection

You can organize the materials in your Dossier by creating "Collections" of related materials. In Dossier, a collection is simply a group of materials gathered into one place to make them easier to find and to even apply.

Take me to my Dossier

Scroll to the top of the page to view all required fields listed on the "Find the Right Opportunities" page.

Creating an Interfolio Account

Find the Right Opportunities Cont.

1

Your Area of Focus

What type of Dossier are you? *

Remember this is your personal Dossier. Your current Institution will never see your response. I am or would use Dossier to...

- ☐ Apply to alternative and academic jobs
- ☒ Apply to graduate degree programs
- ☐ Apply to grants
- ☐ Apply to jobs in higher education
- ☐ Find grant and fellowship opportunities
- ☐ Give feedback to students and/or colleagues
- ☐ Request letters of recommendation
- ☐ Search for jobs
- ☐ Share my materials with a mentor or advisor
- ☐ Write letters of recommendation
- ☐ Other

Our recommendation

2

interfolio

Discipline *

(Select the option that best describes you)

- Social Sciences
- Select an option
- Fine & Performing Arts
- Humanities
- Social Sciences**
- STEM (Science, Technology, Engineering, Math)
- Business
- Law
- Medicine / Health Professions
- Government
- Education
- Other

Social Sciences or STEM would be fine to select.

3

Store your CV and Letters

Collect & Curate

Gather confidential letters and academic materials in a single, secure location. Curate thematic collections of materials for different types of opportunities. Stay on top of deadlines and get organized about your academic career.

Add your First File

ⓘ

You can store a variety of materials in your Dossier account including letters of recommendation, supporting documents such as CVs and cover letters, and examples of your writing and research.

We accept a range of file types and formats including videos, and links to webpages.

or Create a Collection

ⓘ

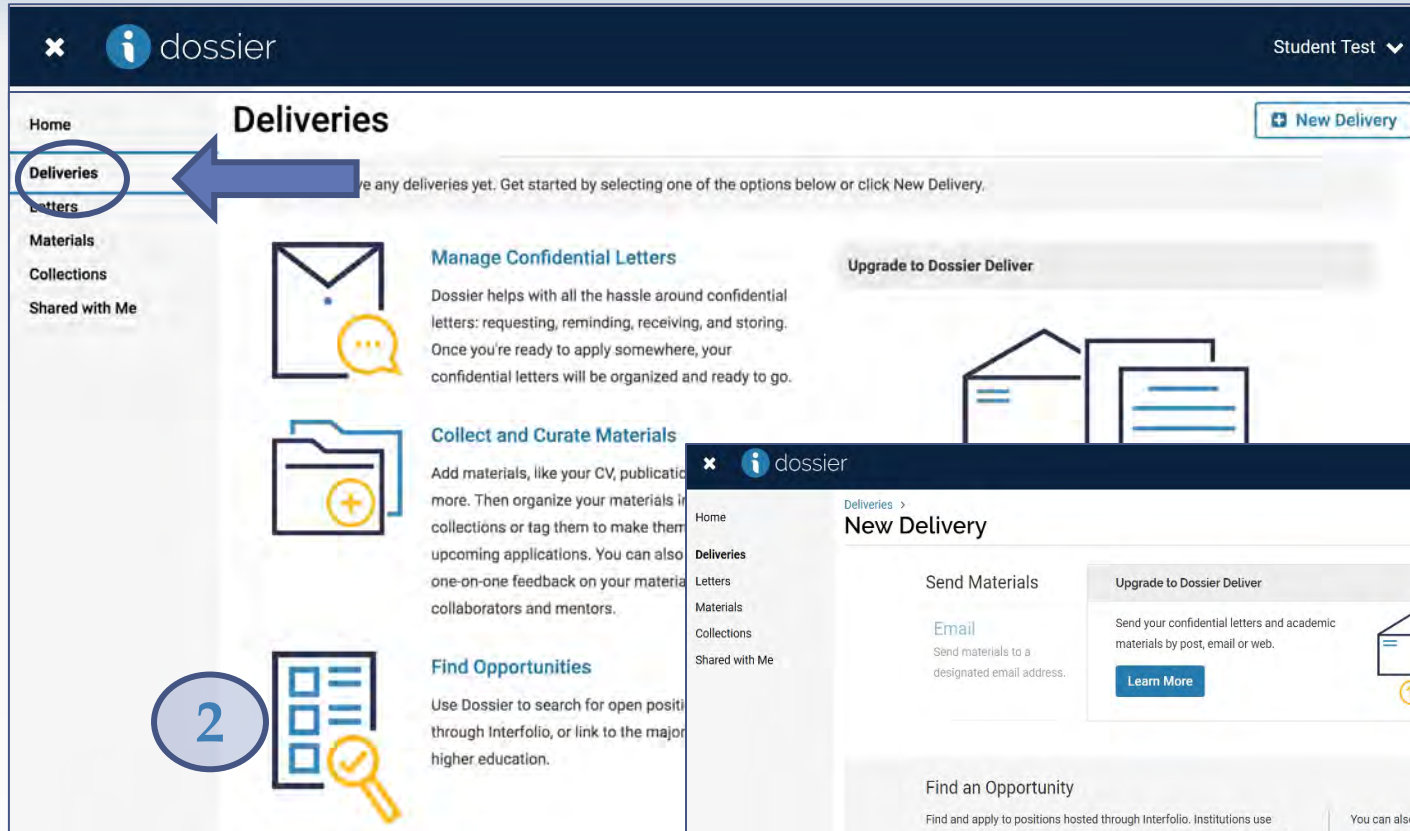
You can organize the materials in your Dossier by creating "Collections" of related materials. In Dossier, a collection is simply a group of materials gathered into one place to make them easier to find and to even apply.

ⓘ

You can skip the "Store your CV and Letters" section.

Click "Take me to My Dossier"

Finding the Supplemental Application for our Clinical Psychology Program

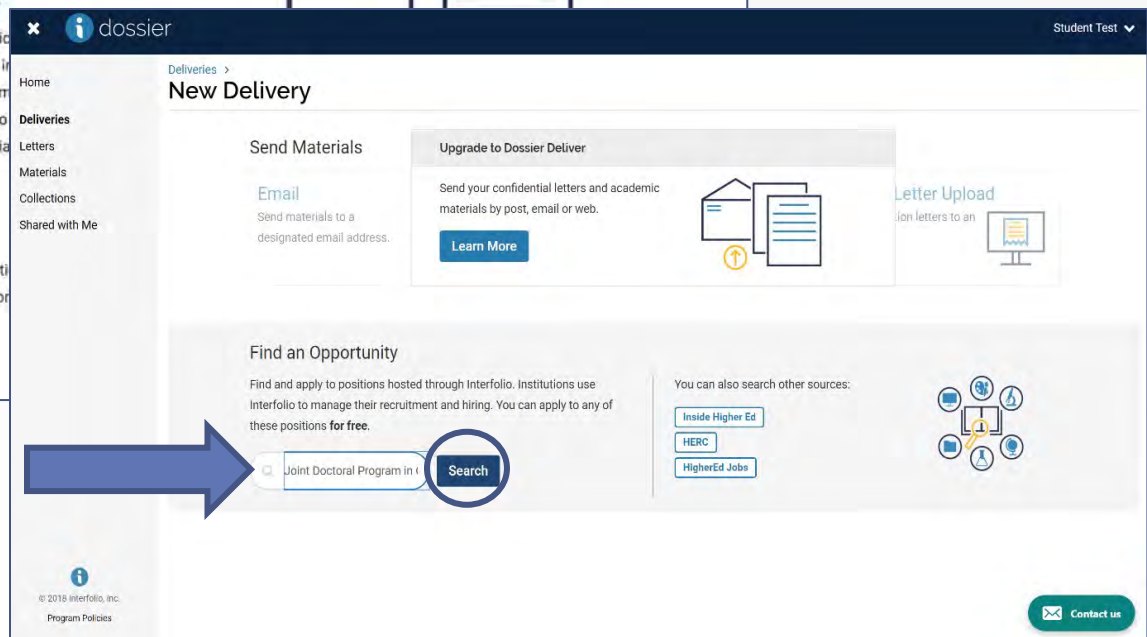


1

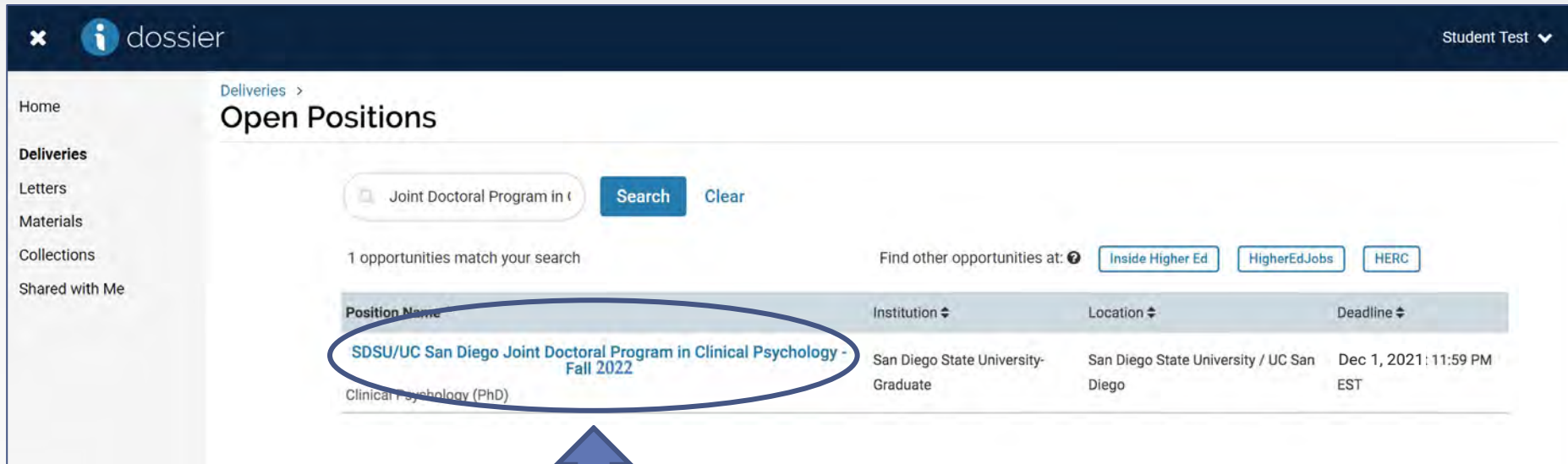
Select Deliveries

Find Opportunities

Enter: "Joint Doctoral Program in Clinical Psychology" then click **Search**.



Select the JDP in Clinical Psychology Supplemental Program Application




The screenshot shows the Dossier website interface. The top navigation bar includes a logo, a user profile icon, and the text 'dossier' and 'Student Test'. A sidebar on the left lists navigation options: Home, Deliveries, Letters, Materials, Collections, and Shared with Me. The main content area is titled 'Open Positions' and features a search bar with the text 'Joint Doctoral Program in Clinical Psychology'. Below the search bar, it states '1 opportunities match your search'. To the right, there are links for 'Find other opportunities at: Inside Higher Ed, HigherEdJobs, HERC'. A table lists the search results with columns for Position Name, Institution, Location, and Deadline. The first result is 'SDSU/UC San Diego Joint Doctoral Program in Clinical Psychology - Fall 2022', which is circled in blue. A large blue arrow points from the text below to this circled title.

Position Name	Institution	Location	Deadline
SDSU/UC San Diego Joint Doctoral Program in Clinical Psychology - Fall 2022	San Diego State University-Graduate	San Diego State University / UC San Diego	Dec 1, 2021: 11:59 PM EST

Click on the “SDSU/UC San Diego Joint Doctoral Program in Clinical Psychology – Fall 2022” position title to open our application.

Start the Supplemental Program Application

Position Details


SAN DIEGO STATE
UNIVERSITY

UC San Diego

SDSU/UC San Diego Joint Doctoral Program in Clinical Psychology - Fall 2022

San Diego State University-Graduate: College of Sciences: Psychology: Clinical Psychology (PhD)

Location
San Diego State University / UC San Diego

Closes
Dec 1, 2021 at 11:59PM Eastern Time (GMT-5 hours)

Description

Thank you for your interest in applying to the SDSU/UC San Diego Joint Doctoral Program in Clinical Psychology. Please carefully review the following steps to apply:

1. Complete this supplemental program application. If you have any technical issues completing this application, please contact [Interfolio](#). For all other questions, please contact the program department.
2. Apply to the university using [Cal State Apply](#). This will start your application process and you will receive an assigned Red ID (your SDSU student ID number).
3. Send your official transcripts to SDSU Graduate Admissions. You can view full instructions on the [Graduate Admissions](#) webpage. **Note: Our program has decided to waive consideration of all scores from the GREs (General and Psychology Subject Test) for Fall 2022 admission.** We will not review any GRE scores for admission to the program.

This application consists of forms, document attachments, and confidential letters of recommendation.

Please carefully review the **Document Checklist** (under Forms in the application) for details on completing the upload requirements.

For detailed application procedure information and for step-by-step instructions for completing the Interfolio program application visit <http://clinpsyc.sdsu.edu/admissions-2/application-procedures/>.

Please contact the program at psycjdp@sdsu.edu with any questions.

☒ Start Application

Close

Click the **Start Application** button to begin our Fall 2022 Supplemental Program Application!



Step 3 – Complete the Fall 2021 Supplemental Program Application

folio Student Test ▼

SDSU/UC San Diego Joint Doctoral Program in Clinical Psychology - Fall 2022

San Diego State University-Graduate, College of Sciences, Psychology, Clinical Psychology (PhD)

6 Documents Required | 0 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.

☒ Personal Statement

1 Required | 0 Added [Add File](#)

Please upload your Statement of Purpose. See Document Checklist under Forms for instructions.

☒ C.V.

1 Required | 0 Added [Add File](#)

Upload CV or Resume here. Choose "CV" as the Type of document uploaded. Please see Document Checklist under Forms for instructions.

☒ Transcript

1 Required | 0 Added [Add File](#)

Upload the transcript from the institution that granted your Bachelor's Degree. Transcripts from all other colleges/universities must be uploaded under Additional Documents. NOTE: Please label all transcripts as "Institution Name_Transcript" (e.g. San Diego State University_Transcript).

☒ Confidential Letter of Recommendation or Evaluation

3 Required | 0 Added [Add File](#)

Please request three letters of recommendation. See Document Checklist under Forms for instructions.

Additional Documents

0 Added [Add File](#)

[Next >](#) [Return To Review ▼](#)

You can complete these steps in any order.

NOTE: Your information will not be lost when moving to another step.

To return to another step, DO NOT use the back button in your browser. Click on the section under Application Steps.

Documents



Refer to the “**Document Checklist**” Form on the right for a detailed description and instructions for each of the required documents listed below.

6 Documents Required | 0 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.

Personal Statement

1 Required | 0 Added

[+ Add File](#)

Please upload your Statement of Purpose. See Document Checklist under Forms for instructions.

C.V.

1 Required | 0 Added

[+ Add File](#)

Upload CV or Resume here. Choose “CV” as the Type of document uploaded. Please see Document Checklist under Forms for instructions.

Transcript

1 Required | 0 Added

[+ Add File](#)

Upload the transcript from the institution that granted your Bachelor’s Degree. Transcripts from all other colleges/universities must be uploaded under Additional Documents. NOTE: Please label all transcripts as “Institution Name_Transcript” (e.g. San Diego State University_Transcript).

Confidential Letter of Recommendation or Evaluation

3 Required | 0 Added

[+ Add File](#)

Please request three letters of recommendation. See Document Checklist under Forms for instructions.

Additional Documents

0 Added

[+ Add File](#)

[Next >](#)

[Return To Review](#)



Application Steps

- 1 Documents
- 2 Personal Information
- 3 Forms
 - Document Checklist - Clinical Psychology
 - Application Process Checklist - Clinical Psychology
 - Contact Information
 - Program Questions - Clinical Psychology
 - Education History
 - GRE Test Scores - Clinical Psychology
 - English Language Proficiency
 - Confidential Demographics
- 4 Review



Documents: Adding Files

1. Add File

✔ **Personal Statement** 1 Required | 0 Added **+ Add File**

Please upload your Statement of Purpose. See Document Checklist under Forms for instructions.

2. Select "Add New File" tab

Add File

Choose Existing **Add New File**

Upload Video Webpage

Drag & Drop your files anywhere or

Browse To Upload

Add Cancel

3. Upload PDF & Select Type

Add File

Choose Existing Add New File

Upload Video Webpage

Thank You! Your files are uploading now. Please select the type of material you are uploading. You also have the option to edit the title of the file.

Personal Statement_Maria Student Personal Statement

These should match **+ Add Cancel**

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

Please see Document Checklist under Forms for instructions.

Personal Statement_Maria Student Received Oct 26, 2017 at 2:47 PM

It may take a while to convert to Received.

Documents: Personal Statement

Note: Requirements for the Statement of Purpose can be found under the Document Checklist.

STATEMENT OF PURPOSE

In the **Documents** section, under **Personal Statement**, please upload your Statement of Purpose.

In your essay, please state your purpose in deciding to pursue a PhD in clinical psychology. Describe your scholarly and research areas of interest and your plans for your future profession. You are encouraged to indicate specific research interests and potential JDP faculty mentors with whom you would be interested in working during your graduate training. In addition, briefly describe characteristics of your background or training that speak to your likely success in graduate school and in your chosen career path. You do not need to re-state your CV. Instead, highlight the experiences you view as most relevant, formative, or illustrative of your potential and any aspects of your experiences that may not be summarized well on a CV or in a checklist.

In addition, we are interested in learning about any challenges or adversities you have overcome during your academic journey. Further, describe any aspects of your personal or professional background that demonstrate your commitment to justice, equity, diversity, and inclusion. Examples include advocacy, community service with diverse populations, and research examining inequities.

Please limit your statement to no more than 3 pages, single-spaced, 12-point type.



Page Limit!


We recommend uploading the document in PDF format.

Documents: CV

Please upload your CV or Resume here.

✓ C.V.

1 Required | 0 Added



Upload CV or Resume here. Choose "CV" as the Type of document uploaded. Please see Document Checklist under Forms for instructions.

Add File

Choose Existing

Add New File

Upload


Video

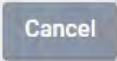
Webpage

Thank You! Your files are uploading now. Please select the type of material you are uploading. You also have the option to edit the title of the file.

Resume_Maria Student

C.V. ▼





Be sure to select **C.V.** as the document type when you upload (even if it is a resume).


Documents: Transcripts

Please upload an unofficial transcript for the institution that granted your Bachelor's Degree here.

NOTE: Label all transcripts as “Institution Name_Transcript”

✓ Transcript

1 Required | 0 Added



Upload the transcript from the institution that granted your Bachelor's Degree. Transcripts from all other colleges/universities must be uploaded under Additional Documents. NOTE: Please label all transcripts as “Institution Name_Transcript” (e.g. San Diego State University_Transcript).





Please upload unofficial transcripts for **ALL other colleges/universities attended** in the Documents section, under **Additional Documents**. Label each document as “Institution Name_Transcript” (e.g. San Diego State University_Transcript).


If you studied abroad and the classes, credits, and grades of your study abroad program are listed on your primary transcript, you do not need to upload your study abroad transcript to the Supplementary Program Application.

NOTE: Uploading unofficial copies of your transcripts here is not a substitute for sending official transcripts to the SDSU Office of Graduate Admissions.

Documents: Confidential Letter of Recommendation or Evaluation


 **Confidential Letter of Recommendation or Evaluation**

 3 Required | 0 Added

 **Add File**

Please request three letters of recommendation. See Document Checklist under Forms for instructions.




Add File 

Choose Existing

Request a Recommendation

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.

 **Request**

Cancel

For those of you who already have an Interfolio Dossier with confidential Letters of Recommendation – Select the “Choose Existing” tab.

Documents: Confidential Letter of Recommendation or Evaluation Cont.

New Recommendation Request

from Student Test

General Information

[Choose Existing Contact](#) [Add New Contact](#)

Position: SDSU/UC San Diego Joint Doctoral Program in Clinical Psychology - Fall 2022, San Diego State University-Graduate, College of Sciences, Psychology, Clinical Psychology (PhD)

Confidential Letter of Recommendation or Evaluation (3 required)

Recommender
Please enter the name or email

Document Title

Confidentiality
☐ This request is for a confidential letter or evaluation.

Choose Existing Contact **Add New Contact**

Title
Dr.

First Name *
Sample

Last Name *
Professor

Email Address *
sample.professor@university.edu

Add Contact

Selected Recommenders
Sample Professor (sample.professor@university.edu) ✕

Document Title
SDSU/UC San Diego Joint Doctoral Program in Clinical Psychology - Fall 2022 at San Diego State University-Graduate

Note: When you submit your letter request, we will create a document title for each letter you request, and we will replace "%RecommenderName%" with the name of your recommender. You can customize the name above, but please note that you must keep the recommender name in the title.

Confidentiality
☐ This request is for a confidential letter or evaluation.

Click "Add New Contact" to add a recommender.

Once you add a recommender, it will appear under the Recommender box.

Documents: Confidential Letter of Recommendation or Evaluation Cont.

Due Date *
Dec 1, 2021

Recommendation Type *
Please indicate if this is a general recommendation, such as a letter of recommendation to send out with all graduate school applications, or if the recommendation is for a specific opportunity.
☐ General Recommendation ☒ Specific Recommendation or Opportunity

Description *
☒ Website ☐ Text Description
https://apply.interfolio.com/90735

Message To Recommender * Preview Request

Dear %RecommenderName%,
I am using Interfolio to request and manage my letters of recommendation for SDSU/UC San Diego Joint Doctoral Program in Clinical Psychology - Fall 2022 at San Diego State University-Graduate. If you want to know more, a description of the opportunity is available on this page <https://apply.interfolio.com/90735>. Select the Upload Letter option to see my entire request including any additional details. Please don't hesitate to contact me at lmiller@sdsu.edu if you have any questions about my request for a recommendation, the opportunity to which I am applying, or for any other reason.
Best,

Note: "%RecommenderName%" will be replaced with your letter writer's name when the email is sent.

Supporting Materials Add Materials
The supporting materials below will be viewable to your letter writer. Your letter writer will see them in the order shown below.
You have not added any materials yet.

Send Request

* Indicates fields that auto-populate. They can be edited but we recommend keeping the defaults as-is.

Adding Supporting Materials is optional.

Once you select “**Send Request**” your recommender will receive an email from Interfolio.

Documents: Confidential Letter of Recommendation or Evaluation Cont.

New Recommendation Request

from Student Test

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. When the letter arrives we will:

- Automatically attach the letter to this application
- Notify you via email that the letter has been added to your Dossier

If we have not received the letter 7 days before your application is due, we will notify you via email.

[Return to your Application](#)

[Return to your Dossier](#)



Confidential Letter of Recommendation or Evaluation

3 Required | 2 Added

[+ Add File](#)

Please request three letters of recommendation. See Document Checklist under Forms for instructions.

 Recommendation from Dr. Sample Professor for SDSU/UC San Diego Joint Doctoral Program in Clinical Psychology - Fall 2022 Requested  

 Recommendation from Dr. Michael Taylor for SDSU/UC San Diego Joint Doctoral Program in Clinical Psychology - Fall 2022 Completed Oct 4, 2021 at 2:51 PM  

Additional Documents

0 Added

[+ Add File](#)

Recommendations will appear in the **Documents** section of your Application.

1 Documents



2 Personal Information



3 Forms

Document Checklist - Clinical Psychology

Application Process Checklist - Clinical Psychology

Contact Information

Program Questions - Clinical Psychology

Education History

GRE Test Scores - Clinical Psychology

Documents: Confidential Letter of Recommendation or Evaluation Cont.

****PLEASE NOTE****

Recommenders may include:

- Supervisors or managers
- Supervisors or managers
- Professors
- Colleagues from professional organizations
- Colleagues from charitable agencies with which you are affiliated

No friends or relatives, please!

Documents: Additional Documents

Documents Allowed:

- Additional Unofficial Transcripts (if you have more than 1)
- Current or Planned Coursework Form (if applicable)
 - Located in the “Document Checklist” Form section
- A 4th Letter of Recommendation (optional)

Additional Documents

0 Added

 Add File



DO NOT upload copies of manuscripts, articles, writing samples, etc. as they will not be reviewed.

Personal Information

Name & Address

Lynsey Miller
6363 Alvarado Court
San Diego, CA 92120
US

This information will auto-populate from the Account Profile you created. You can still edit if needed.

Edit

Education

Highest Degree Earned *

— Select a Degree —

Please select the highest degree you've been granted.

Receiving Institution *

Ex. Interfolio University

Please enter the name of institution you attended.

Date Earned *

MMM D, YYYY

Please select the date your degree was granted.

☐ I prefer not to disclose my educational information.

< Prev

Next >

Return To Review

Application Steps

1 Documents

2 Personal Information

3 Forms

4 Review

Confidential Demographics

Document Checklist

Application Process Checklist - Clinical Psychology (PhD)

Contact Information

Program Questions

Education History

GRE Test Scores

English Language Proficiency

Forms: Document Checklist

The Document Uploads checklist is a manual checklist for your benefit only. This list will not be updated automatically.

Document Checklist - Clinical Psychology

Please review the instructions below for completing the Documents section of this application.

We recommend submitting your documents as PDFs. However, the system accepts the following document types:

- DOC, DOCX, DOT, ODT, WPD, RTF, TXT, HTML, PDF

Your files can be up to 100MB in size. During the upload process, the system will automatically convert all files to PDF format for consistency. If your file is too large, email [Interfolio Support](#) and they can try to shrink the file size.

Document Uploads *

Please indicate which documents you have included in your application

- ☐ Statement of Purpose (Required)
- ☐ Resume/CV (Required)
- ☐ Unofficial Transcripts for All Colleges/Universities Attended (Required)
- ☐ Letter of Recommendation Requests (3 Required; 1 additional optional)
- ☐ Current or Planned Coursework Form (Optional)

Required Documents

Please review the instructions below for REQUIRED documents.

Forms: Application Process Checklist – Clinical Psychology (PhD)

Have you completed the Cal State Apply application? *

☐ Yes

☐ No

SDSU Red ID

If you have received your Red ID, please enter it in the field below.

In addition to submitting this application, you must also complete the Cal State Apply application and provide your official test scores and transcripts to SDSU Graduate Admissions.



Once you complete the Cal State Apply application, SDSU will issue a Red ID, which is different from your CAS ID (ID given by Cal State Apply). Your Red ID is your nine-digit SDSU student identification number. It is assigned by the Admissions department after you submit your Cal State Apply application. Red IDs may be issued anywhere between 3 and 15 business days, depending on when you apply. If you have not received your Red ID within 10-15 business days of applying, please contact Graduate Admissions.

Forms: Contact Information

Preferred First Name

Email Address

Phone Number

Current Mailing Address

Permanent Mailing Address (if different)

Forms: Program Questions

Mentor Preference
Enter up to three professors with whom you would like to work. Only choose professors within your major area of study.

You must select at least one faculty member from the list of faculty likely to take students for next year which can be found at: <https://clinpsyc.sdsu.edu/admissions-2/faculty-interested-in-taking-a-student-for-fall-2022/> (This list is subject to change. Before submitting your application, please check back to make sure the faculty member you are interested in working with is still interested in taking a student.)

Please note that several faculty are listed under multiple major areas of study. Not all faculty listed here will end up getting a student. So it is important to make sure that what you list as your research area is very clear so that if there is another potential match for you, we can evaluate your application with that in mind.

Faculty Mentor Choice 1 *

Faculty Mentor Choice 2

Faculty Mentor Choice 3

Research Interests
Enter up to 6 brief descriptions that characterize your research.

For example:

- The type of populations you would like to work with (e.g. Alzheimer's disease)
- The types of techniques used to study those populations (e.g. neuroimaging)
- Or modes of treatment (e.g. cognitive behavioral therapy)

Research Area 1 *

Research Area 2

Research Area 3

Research Involvement
Please answer the following questions to provide an overview of your research experience for the committee. Note that none of these experiences are prerequisites for admission to the program. Also note, you will have room to discuss your research interests and experiences in more detail and with more context in your statement of purpose, and you also are required to upload a CV.

Which, if any, of these activities have you participated in?

Have you worked or volunteered in a research lab for at least one academic year? *

(e.g., as a research assistant, as a psychometrician)

☐ Yes

☐ No

Have you participated in a research training program for which you had to apply for admission? *

(e.g., BUILD, IMSD, MARC, McNair)

Please answer the 6
Yes/No questions about
Research Involvement



Forms: Program Questions Cont.



Quantitative Training and Experience

Developing quantitative and statistical expertise is a core component of doctoral training in clinical science. Below, please provide additional information about the level of quantitative training and experience you have at this point in your academic journey.

Please indicate (yes/no) the areas where you have experience and provide details according to the prompts.

Have you taken undergraduate mathematics, quantitative methods, and statistics class(es)? *

☐ Yes

☐ No

If "yes", for each class, provide year taken, course number, course name and description (as necessary), whether course was upper or lower division, and grade received. *

(If "no", type N/A)

Fellowship Eligibility (Optional)

Diversity is a core component of excellence that further enhances our quality and achievement. We seek a diverse graduate student body to ensure that all of our students gain the educational benefits that result from being exposed to a broad spectrum of ideas and perspectives. We offer several fellowships to incoming students as a means to increase campus diversity.

Applicant responses to these seven optional questions may be used in consideration of fellowship awards for incoming students such as the San Diego, Cota Robles, Competitive Edge, and SEED awards. They are not required to be considered for admission to the SDSU/UC San Diego Joint Doctoral Program in Clinical Psychology. To be considered for these fellowships, please provide responses to at least two of the seven short essay prompts (please include responses to all that apply). Your answers will help the program assess your accomplishments to date within the context of the fellowship nomination process. Nomination and selection for a fellowship are not based on specific race, ethnicity, gender, or national origin of the nominee. For more information, please read fellowship program descriptions and guidelines on the University of California at San Diego Graduate Division website (<https://grad.ucsd.edu/diversity/incoming-fellowships/index.html>).

Please indicate (yes/no) the areas in which you have experience and write 3-5 sentences detailing your experience with each:

Leadership

(e.g. coordination of volunteer activities, board member in student organization, residential life, student government etc.)

☐ Yes

☐ No

Leadership Experience

Fellowship Eligibility (Optional)

Applicants are not required to complete this section to be considered for admission.

Forms: Education History

Institution 1

- School Name
- Are you currently a student?
- Start Date
- End Date
- Degree earned or expected
- Degree / Diploma
- Major
- Overall GPA

Enter information for your Bachelor's Degree here.

Institution 2

- School Name
- Are you currently a student?
- Start Date
- End Date
- Degree earned or expected
- Degree / Diploma
- Major
- Overall GPA

Enter information for all other institutions you have attended.

Institution 3

- Complete as many as needed

Forms:

English Language Proficiency

Only complete this section if applicable.

English Language Proficiency

Applicants, regardless of citizenship, whose native language is not English and whose preparatory education was principally in a language other than English must demonstrate competence in English. Those applicants who do not possess a bachelor's degree from a postsecondary institution where English is the principal language of instruction must submit official English language proficiency test scores (either TOEFL or IELTS). Reporting scores here does not replace the official test scores that must be reported by the testing service directly to SDSU. Please see the following link for more information: <http://arweb.sdsu.edu/es/admissions/international/grad/apply/step5.html>

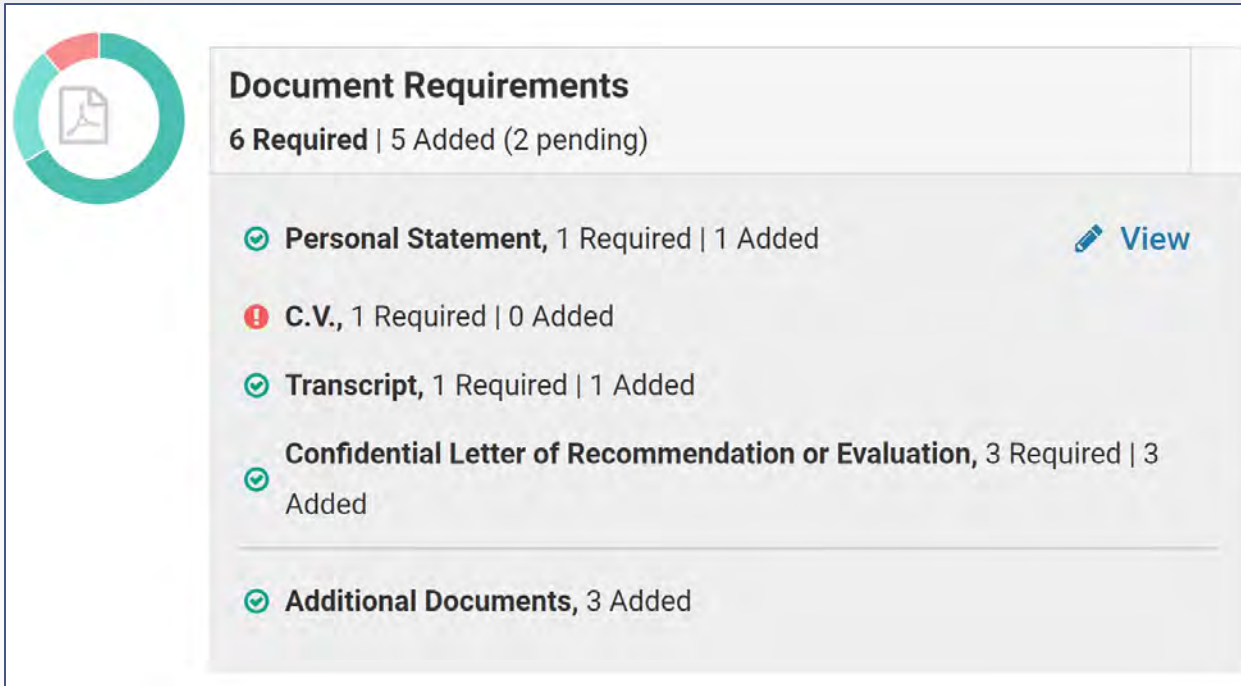
If you have completed the TOEFL or IELTS exam, please provide a copy of your scorecard in the 'Additional Uploads' section of this application.

Forms: Confidential Demographics



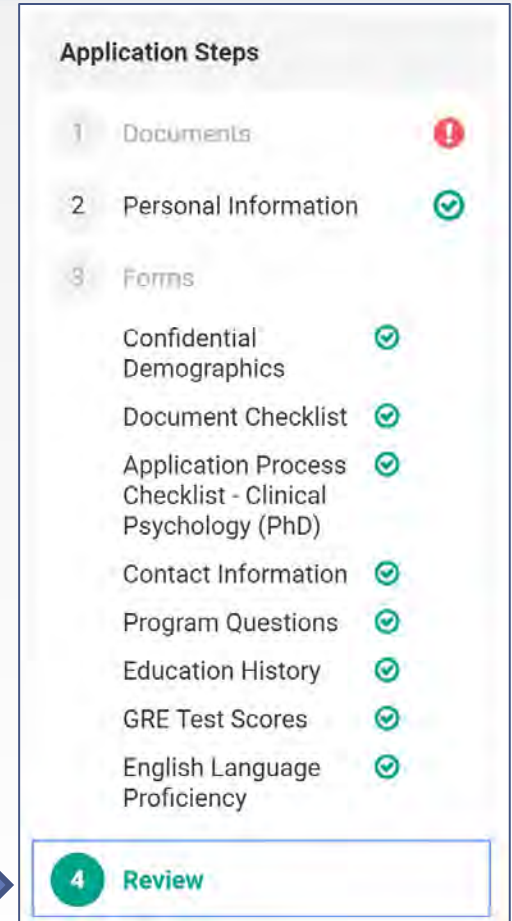
These data is used for reporting purposes only.
Responses will be accessible only by administrators
and your responses are not visible to reviewers.

Step 4 – Review Your Application



Document Requirements
6 Required | 5 Added (2 pending)

- ✔ **Personal Statement**, 1 Required | 1 Added [View](#)
- ❗ **C.V.**, 1 Required | 0 Added
- ✔ **Transcript**, 1 Required | 1 Added
- ✔ **Confidential Letter of Recommendation or Evaluation**, 3 Required | 3 Added
- ✔ **Additional Documents**, 3 Added



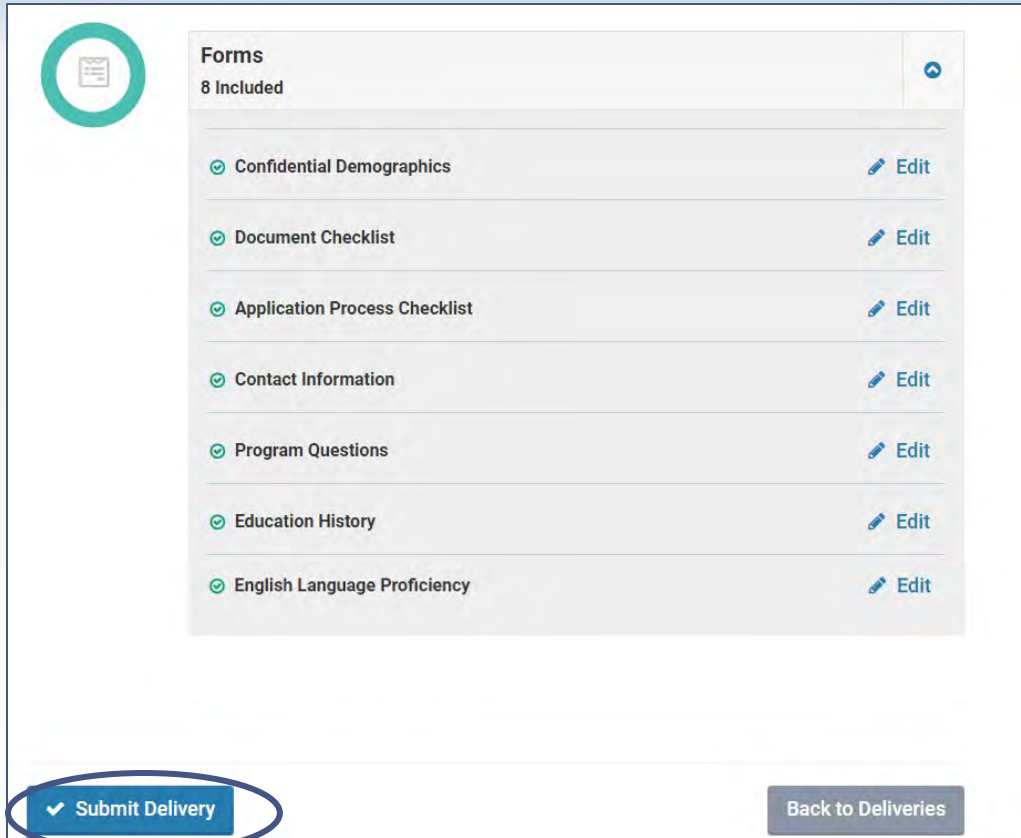
Application Steps

- 1 Documents ❗
- 2 Personal Information ✔
- 3 Forms
 - Confidential Demographics ✔
 - Document Checklist ✔
 - Application Process Checklist - Clinical Psychology (PhD) ✔
 - Contact Information ✔
 - Program Questions ✔
 - Education History ✔
 - GRE Test Scores ✔
 - English Language Proficiency ✔
- 4 **Review**

Select the “Review” button to preview your application before submitting. A red exclamation point ❗ will appear when a required field or document has not yet been completed.



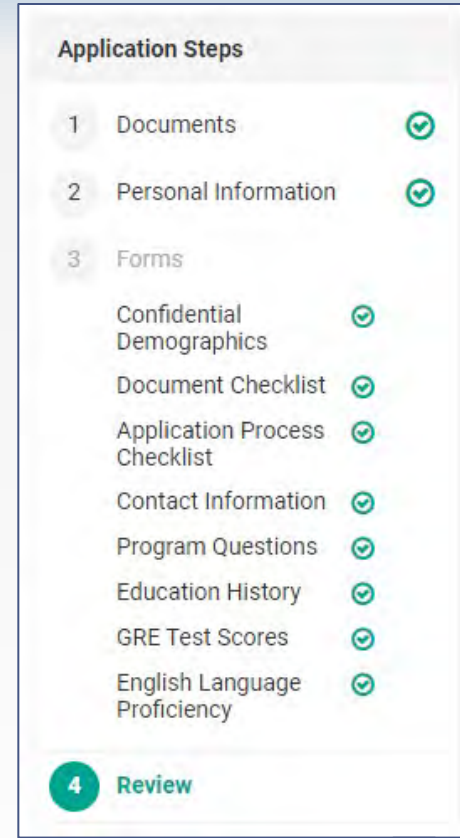
Step 5 – Submit Your Application



Forms
8 Included

✓ Confidential Demographics	Edit
✓ Document Checklist	Edit
✓ Application Process Checklist	Edit
✓ Contact Information	Edit
✓ Program Questions	Edit
✓ Education History	Edit
✓ English Language Proficiency	Edit

✓ Submit Delivery Back to Deliveries



Application Steps

1	Documents	✓
2	Personal Information	✓
3	Forms	
	Confidential Demographics	✓
	Document Checklist	✓
	Application Process Checklist	✓
	Contact Information	✓
	Program Questions	✓
	Education History	✓
	GRE Test Scores	✓
	English Language Proficiency	✓
4	Review	

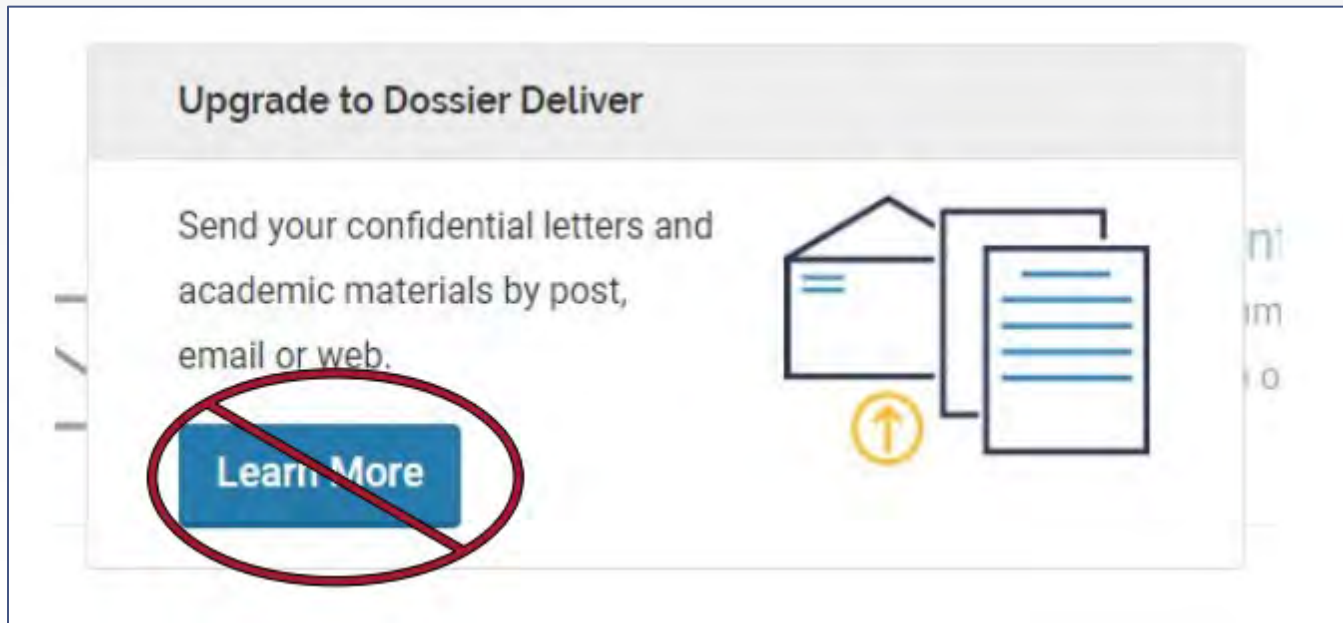
Once all required Application Steps have been completed, green check marks ✓ will appear for each step.

Select the “Review” button to preview your application then select “**Submit Delivery**”.
PLEASE NOTE: Once you click submit, you will no longer be able to edit your application.

Step 6 – AFTER You Submit Your Application



After submitting the application, you may be prompted to upgrade to Dossier Deliver. **You DO NOT need to upgrade to this product.** These messages should be ignored!



AFTER You Submit Your Application Cont.

Congratulations, your Supplemental Program Application has successfully been submitted!

Review & Confirmation

NON-EDITABLE

APPLICATION SUBMITTED

Your application was successfully submitted on October 03, 2018.

This application does not allow the editing of materials. You can review your submission by expanding the sections below.

Step 7 – Returning to Your Application

Return to your Supplemental Program Application by going to [Interfolio.com](https://interfolio.com), click “Access My Dossier” and enter your login credentials.



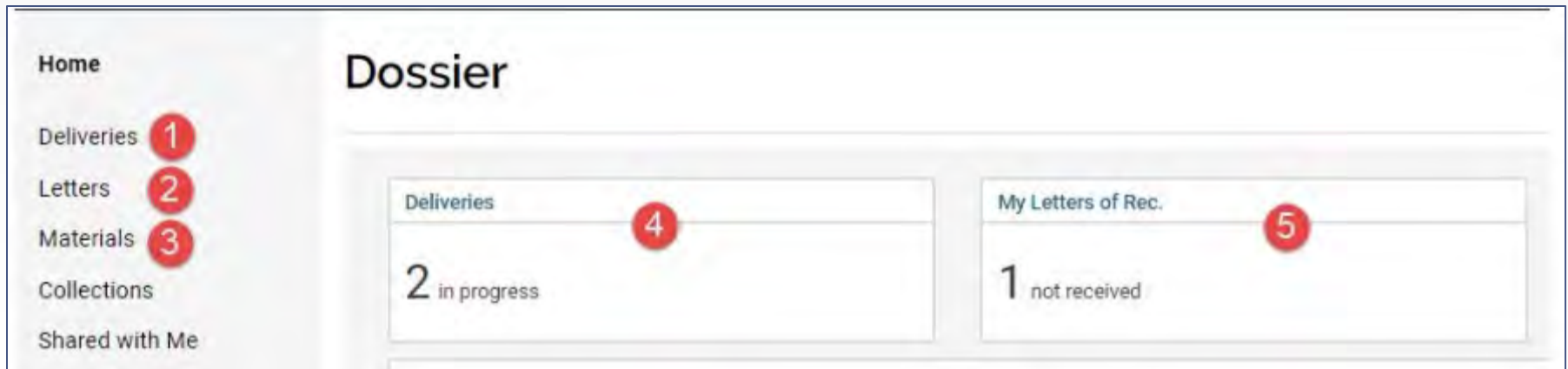
The screenshot shows a login window with a dark background. At the top, there are two buttons: "ACCESS MY DOSSIER" in a yellow box and "SIGN IN" in a red box. Below these, the form contains the following elements:

- A label "EMAIL OR USERNAME *" with a red asterisk.
- A text input field containing the placeholder text "Email or Username".
- A label "PASSWORD *" with a red asterisk.
- A text input field containing the placeholder text "Password".
- A link "Forgot your password?" below the password field.
- A "SIGN IN" button in a red box at the bottom of the form.

Interfolio Dossier

The Dossier is Interfolio's way of organizing your application materials.

1. **Deliveries** – This is where your program application(s) is found. You can view the status of the application, edit (if not yet submitted), or withdraw your application there.
2. **Letters** – View the status of your letters of recommendation and re-send requests.
3. **Materials** – All your documents are saved here and can be easily applied to other applications, if necessary.
4. **Deliveries** – Dashboard shortcut to your application(s). You can see if you have any in progress. **NOTE:** Your program cannot view your application until you submit.
5. **Letters of Recommendation** – Dashboard shortcut to your letters of recommendation.



Deliveries

In Progress		In Progress Applications			
Recipient	Status	Notes	Type	Actions	
1 San Diego State University-Graduate: Fowler College of Business: Accountancy: Accountancy (MS) Accountancy (MS) - Spring 2019	In Progress	Accepting Applications Due Nov 15, 2018 by 11:59 PM ET	Interfolio-host Position	1 Edit	2 Delete

Sent Deliveries		Submitted applications			
Recipient	Status	Notes	Type	Actions	
1 San Diego State University-Graduate: College of Health and Human Services: Speech, Language, and Hearing Sciences (SLHS): Language and Communicative Disorders (PhD) Language and Communicative Disorders (PhD)	Complete (Pending Letters)	Due Jan 12, 2018 by 11:59 PM ET	Interfolio-hosted Position	Review	3

You can view your in-progress and submitted applications here.

1. Edit in-progress applications.
2. Delete in-progress applications.
3. Review submitted applications.

NOTE: New applications **should NOT** be started through the New Delivery button on this page. Instead, click on the appropriate Interfolio application [link](#).

Letters: Checking Recommendation Status



DO NOT “Request a Letter” from here. Go to the **Documents: Confidential Letters of Recommendation or Evaluation** section of your application and select “Add File”.

Letters

[+ Request a Letter](#)

[My Letters of Recommendation](#) [Letters to Write](#)

These are letters of recommendation that you have asked others to write.

Status

Letter Title

All

Enter keywords

Letter Title	Status	Type	Actions
Recommendation from Dr. Michael Taylor for SDSU/UC San Diego Joint Doctoral Program in Clinical Psychology - Fall 2021	Completed Oct 4, 2018 at 2:51 PM	Confidential Letter of Recommendation or Evaluation	View Details ID: F8217F5174
Recommendation from Dr. Sample Professor for SDSU/UC San Diego Joint Doctoral Program in Clinical Psychology - Fall 2021	Requested Oct 4, 2018 at 2:40 PM	Confidential Letter of Recommendation or Evaluation	Re-send Request View Details ID: 7BCA3030CD

If a letter of recommendation is not completed, you can “Re-send Request” using the link indicated.

Materials

My Materials

All Materials (12)

[View Archived Materials](#)

Do **not** request a recommendation from here.

<input type="checkbox"/>	Title	Type	Status
<input type="checkbox"/>	gre-score-report-printout <input type="button" value="None"/> <input data-bbox="276 625 305 646" type="button" value="+"/>	Test Score	Received Dec 4, 2017 at 1:20 PM
<input type="checkbox"/>	transcript <input type="button" value="None"/> <input data-bbox="276 718 305 739" type="button" value="+"/>	Transcript	Received Dec 4, 2017 at 1:19 PM
<input type="checkbox"/>	Personal Statement Test <input type="button" value="None"/> <input data-bbox="276 803 305 825" type="button" value="+"/>	Personal Statement	Received Dec 4, 2017 at 1:14 PM
<input type="checkbox"/>	Recommendation from D. Davila for SDSU/UCSD Joint Doctoral Program in Clinical Psychology - Fall 2018 <input type="button" value="None"/> <input data-bbox="276 925 305 946" type="button" value="+"/>	Confidential Letter of Recommendation or Evaluation	Completed Oct 25, 2017 at 11:38 AM

- All documents are saved here and can be easily applied to other applications, if necessary.
- **NOTE:** Do not request letters of recommendation from this page. Go to the **Documents: Confidential Letters of Recommendation or Evaluation** section of your application and select “Add File”.

Deadlines / Important Dates

Application Deadlines for Fall 2022 Admission:

December 1, 2021:	Supplementary Program Application Deadline
December 15, 2021:	Cal State Apply Application Deadline
January 2022*:	Deadline to Submit Official Test Scores and Transcripts (*check WePortal for specific dates)

Offers for interviews will be made sometime mid-January. You will be notified by email whether you will be offered an interview or not.

Our two-day ONLINE interview process will take place sometime in mid-February.

Help Resources

Interfolio Questions?

For help signing up, accessing your Interfolio account, or submitting your application, please visit the [help and support](#) section or get in touch via email at help@interfolio.com or phone at (877) 997-8807.

Supplemental Program Application Questions?

For questions or concerns regarding the Supplemental Program Application or JDP program requirements, please visit our website <http://clinpsyc.sdsu.edu/> or you can contact us via email (preferred) at PsycJDP@sdsu.edu or by phone at (619) 594-2246.

Graduate Admissions Questions?

For questions about Cal State Apply or general admission documents (e.g. official transcripts, etc.), please see the [Graduate Admissions site](#) or contact them at (619) 594-6336 or by email at admissions@sdsu.edu. International applicants may contact the International Student Center at (619) 594-0770 or intl_admissions@sdsu.edu.



Thank you for your
interest in our
program-best of luck!

NEXT STEP: Complete the Cal State Apply Application
<https://www2.calstate.edu/apply/graduate>