Fall 2024
Supplemental Program
Application Tutorial
*Featuring Interfolio*
Interfolio Tutorial Overview

- Supplemental Program Application Link
- Step 1 – Apply Now
- 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
- Step 4 – Review your Information
- 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
- Help Resources
How to Apply:
Supplemental Program Application Link

Fall 2024 Supplemental Program Application
http://apply.interfolio.com/128030
Step 1 – Apply Now!

Clinical Psychology Joint Doctoral Program SDSU/UC San Diego - Fall 2024

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

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<thead>
<tr>
<th>Location</th>
<th>Open Date</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>SDSU/UC San Diego</td>
<td>Oct 01, 2023</td>
<td>Nov 15, 2023 at 11:59 PM Eastern Time</td>
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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 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 2024 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 https://psychology.sdsu.edu/doctoral/clinical/how-to-apply/.

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

Both applications (our Supplemental Program application through Interfolio and Cal State Apply) can be completed at the same time!
Step 2 – Sign in OR Create an Account

Sign in with email
Enter Email
Enter Password
Sign In
Forgot your password?

Don't have an account?
Use Interfolio's suite of services to simplify your academic life.
Create an account

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

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

You are not required to have a Dossier Account
Creating an Interfolio Account
Enter Your Information

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<th>Email Address *</th>
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<table>
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<tr>
<th>First Name *</th>
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<th>Password</th>
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| *Please use same name and email address used for your Cal State Apply application.*

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<tr>
<th>I am... *</th>
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<td>(Select the option that best describes you)</td>
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<th>Keep me updated about products, news, and best practices</th>
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<tr>
<th>I agree to Interfolio's Terms of Service *</th>
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<tr>
<th>Sign Up</th>
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</table>
Creating an Interfolio Account
Create Your Profile

ID Number NOT Required
Please Ignore!

Contact Information
Address Line 1
Address Line 2
City
State
ZIP/Postal Code
Country

Education
Highest Degree Earned
Select an option
Institution

Date Earned
Please use the following format: MMM DD, YYYY

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
Select an option
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
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 $41/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 responses. 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)

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 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
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.

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?
   - Our recommendation: Apply to graduate degree programs.

2. Discipline
   - Social Sciences
   - STEM (Science, Technology, Engineering, Math)

3. Store your CV and Letters
   - Add your First File
   - or Create a Collection

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

2. Find Opportunities

Enter: “Joint Doctoral Program in Clinical Psychology” then click Search.
Select the JDP in Clinical Psychology Supplemental Program Application

Click on the “SDSU/UC San Diego Joint Doctoral Program in Clinical Psychology – Fall 2024” position title to open our application.

NOTE Deadline is 11/15!
Start the Supplemental Program Application

Clinical Psychology Joint Doctoral Program SDSU/UC San Diego - Fall 2024
San Diego State University-Graduate: College of Sciences: Psychology: Clinical Psychology (PhD)

Location: SDSU/UC San Diego  
Open Date: Oct 01, 2023  
Deadline: Nov 15, 2023 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 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 2024 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 https://psychology.sdsu.edu/doctoral/clinical/how-to-apply/.

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

Click the **Start Application** button to begin our Fall 2024 Supplemental Program Application!
Step 3 – Complete the Fall 2023 Supplemental Program Application

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.

<table>
<thead>
<tr>
<th>6 Documents Required</th>
<th>0 Added</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personal Statement</strong></td>
<td>1 Required</td>
</tr>
<tr>
<td>Please upload your Statement of Purpose. See Document Checklist under Forms for instructions.</td>
<td></td>
</tr>
<tr>
<td><strong>C.V.</strong></td>
<td>1 Required</td>
</tr>
<tr>
<td>Upload CV or Resume here. Choose “CV” as the Type of document uploaded. Please see Document Checklist under Forms for instructions.</td>
<td></td>
</tr>
<tr>
<td><strong>Transcript</strong></td>
<td>1 Required</td>
</tr>
<tr>
<td>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).</td>
<td></td>
</tr>
<tr>
<td><strong>Confidential Letter of Recommendation or Evaluation</strong></td>
<td>3 Required</td>
</tr>
<tr>
<td>Please request three letters of recommendation. See Document Checklist under Forms for instructions.</td>
<td></td>
</tr>
</tbody>
</table>

Additional Documents | 0 Added | Add File |
Documents: Adding Files

1. Add File

- Personal Statement
- 1 Required | 0 Added

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

2. Select “Add New File” tab

3. Upload PDF & Select Type

- Drag & Drop your files anywhere or
  - Browse To Upload

- These should match

- Personal Statement
- 1 Required | 1 Added

- Received
  - Oct 26, 2017 at 2:47 PM

- It may take a while to convert to Received.
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 experiences 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.

We recommend uploading the document in PDF format.
Documents: CV

Please upload your CV or Resume here.

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

Be sure to select C.V. as the document type when you upload (even if it is a resume).
Please upload an unofficial transcript for **the institution that granted your Bachelor’s Degree** here.

**NOTE:** Label all transcripts as “Institution Name_Transcript”

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

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.

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

Click “Add New Contact” to add a recommender.
Documents: Confidential Letter of Recommendation or Evaluation Cont.

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

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

Recommenders may include:

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

No friends or relatives, please!
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)

DO NOT upload copies of manuscripts, articles, writing samples, etc. as they will not be reviewed.
This information will auto-populate from the Account Profile you created. You can still edit if needed.
The Document Uploads checklist is a manual checklist for your benefit only. This list **will not be updated automatically**.

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**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)

**Cal State Apply Application Requirement** *

The Cal State Apply application is required (in addition to our Supplemental Program application) to be considered for admission to our program.

☐ Yes, I understand that the Cal State Apply application must be submitted by the SDSU Graduate Admissions deadline to be considered for admission to our program.

**Applying to Multiple Programs at SDSU?** *

Are you planning to apply to another program at SDSU, in addition to our JDP in Clinical Psychology?

☐ Yes  
☐ No

**List Additional Program(s) [if applicable]**

If yes, please list other program(s). Note: Applicants can only select one program in the Cal State Apply application. If applying to multiple programs, please complete a separate Supplemental Program Application for EACH program.
Forms: Contact Information

- Preferred First Name
- Email Address
- Phone Number
- Current Mailing Address
- Permanent Mailing Address (if different)
Make sure you select mentors within your major areas of study (e.g. BMed/EP/NP). Note: Many faculty are affiliated with more than one major area of study.
You can discuss your research interests and experiences in more detail and with more context in your statement of purpose!

- **Research Involvement**

  Please answer the following questions to provide an overview of your research experience for the committee. Note that 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.

  **How many years of research experience do you have in psychology or an allied discipline (e.g., public health, neuroscience)?**

  - Less than 1 year
  - 1-2 years
  - 3-4 years
  - More than 4 years

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

  - Yes
  - No

  If yes, please indicate which formal competitive research training programs you participated in?

- **Have you been the first (primary) author on one or more research presentations (including posters) at regional, national or international professional conferences?**

  - Yes
  - No

- **Have you been an author on one or more peer-reviewed journal publications?**

  (including papers currently under review, in press, or published)

  - Yes
  - No
Academic Preparation

Please provide a brief summary of your academic preparation by calculating the following metrics. International students, please convert grades into the US scale (0=F, 1=D, 2=C, 3=B, 4=A).

What is your overall undergraduate GPA? *
(GPA only. No text in this field)

What is your undergraduate GPA in your major (or across a dual major)? *
(GPA only. No text in this field)

What is your GPA in quantitative and research methods classes (across all undergraduate and graduate courses in any department)? *
(GPA only. No text in this field)

Are you enrolled in (or have you completed) a master’s degree in a relevant research field (e.g., public health, experimental psychology)? *
- Yes
- No

If yes, what is your master’s GPA?
(GPA only. No text in this field)
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.

List your undergraduate mathematics, quantitative methods, and statistics class(es). *
For each class, provide year taken, course number, course name and description (as necessary), whether course was upper or lower division, and grade received.

Have you taken graduate 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), and grade received. *
(If "no", type N/A)

Have you conducted analyses for research project (poster, thesis, paper)? *
- Yes
- No

If 'yes', provide year conducted and describe analyses you personally conducted. *
(If 'no', type N/A)

Have you had any additional quantitative training or experience? *
(e.g., workshops, advanced mathematics classes, other data management or analysis experience)
- Yes
- No

If 'yes', provide year completed and describe training. *
(If 'no', type N/A)
Forms: Education History
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](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

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

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.

Once all required Application Steps have been completed, green check marks will appear for each step.
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!
Congratulations, your Supplemental Program Application has successfully been submitted!

**Review & Confirmation**

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, click “Access My Dossier” and enter your login credentials.
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

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”.

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<thead>
<tr>
<th>Letter Title</th>
<th>Status</th>
<th>Type</th>
<th>Actions</th>
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<tbody>
<tr>
<td>Recommendation from Dr. Michael Taylor for SDSU/UC San Diego Joint Doctoral</td>
<td>Completed Oct 4, 2018 at 2:51 PM</td>
<td>Confidential Letter of Recommendation or Evaluation</td>
<td>View Details ID: F8217F5174</td>
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<tr>
<td>Program in Clinical Psychology - Fall 2021</td>
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<tr>
<td>Recommendation from Dr. Sample Professor for SDSU/UC San Diego Joint</td>
<td>Requested Oct 4, 2018 at 2:40 PM</td>
<td>Confidential Letter of Recommendation or Evaluation</td>
<td>Re-send Request View Details ID: 7BCA3030CD</td>
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<tr>
<td>Doctoral Program in Clinical Psychology - Fall 2021</td>
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If a letter of recommendation is not completed, you can “Re-send Request” using the link indicated.
Materials

- 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”.
Application Deadlines for Fall 2024 Admission:

- Nov 15, 2023 (11:59pm EST): Supplemental Program Application Deadline
- Dec 15, 2023: Cal State Apply Application Deadline
- January 2024*: Deadline to Submit Official Transcripts
  (*check SDSU student account 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:
- Monday, February 5, 2024
- Tuesday, February 6, 2024
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 https://psychology.sdsu.edu/doctoral/clinical/ 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://www.calstate.edu/apply/graduate