

# UC San Diego

**Joint Doctoral Program in Clinical Psychology** 

# Fall 2025 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
  - o Documents (Essays, Resume/CV, Transcripts, Letters or Rec, etc.)
  - Personal Information
  - o 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 2025 Supplemental Program Application <a href="http://apply.interfolio.com/150895">http://apply.interfolio.com/150895</a>

### Step 1 – Apply Now!



Already have an account?

Sign In

# Clinical Psychology Joint Doctoral Program SDSU/UC San Diego - Fall 2025

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

Location Open Date Deadline

SDSU/UC San Diego Oct 01, 2024 Nov 01, 2024 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:

- 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.
- 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 2025 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!



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.





Click
Apply
Now to
get started!

# Step 2 – Sign in OR Create an Account



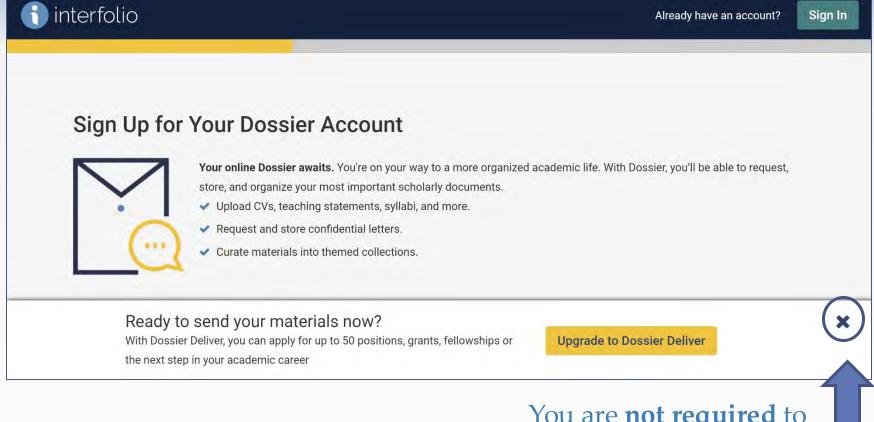
# Option 1: Sign In

#### Already have an Interfolio Account?

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

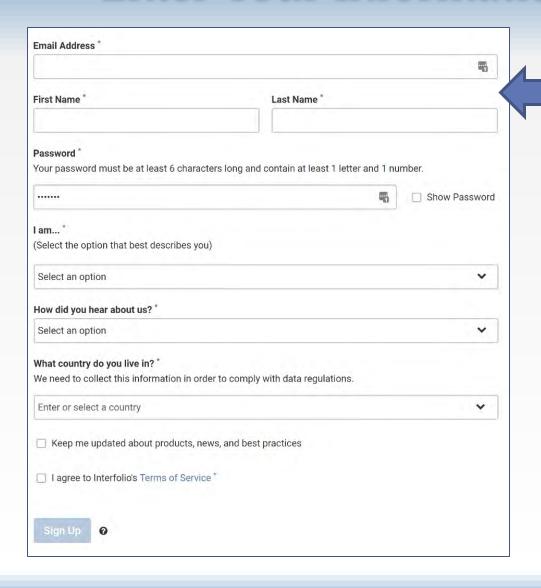
If not, continue to next slide for Option 2: Creating an Interfolio Account

# Option 2: Creating an Interfolio Account



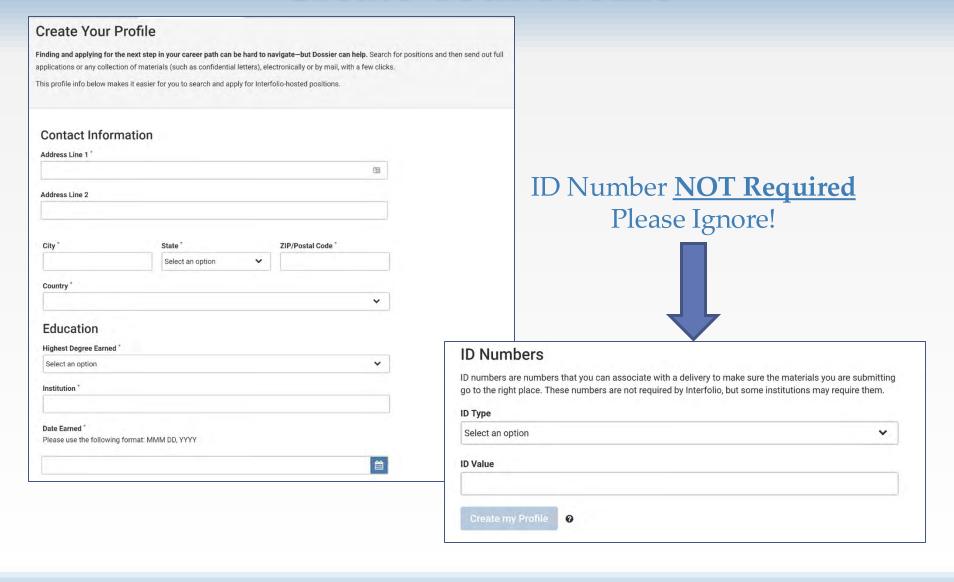
You are **not required** to have a Dossier Account

# Creating an Interfolio Account Enter Your Information

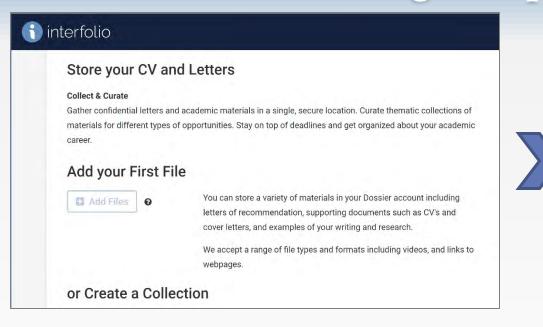


Please use
same name
and email
address used
for your Cal
State Apply
application.

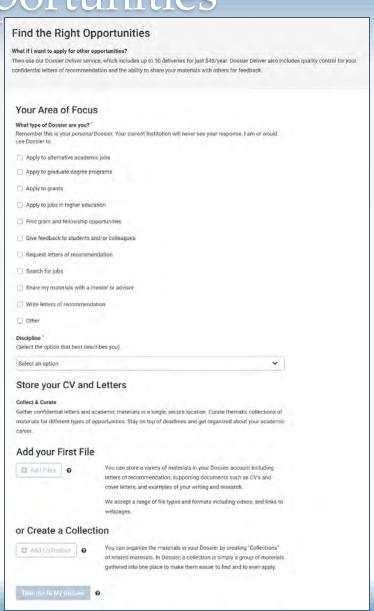
# Creating an Interfolio Account Create Your Profile



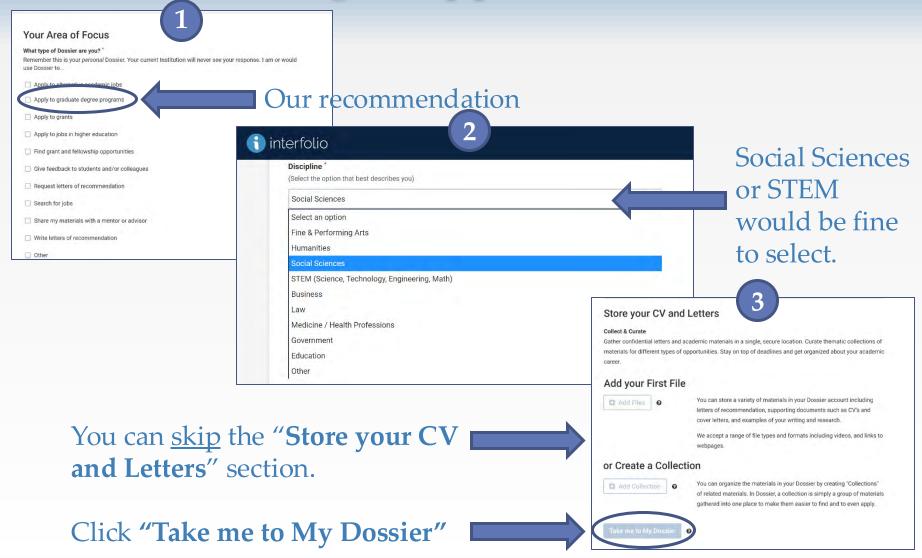
# Creating an Interfolio Account Find the Right Opportunities



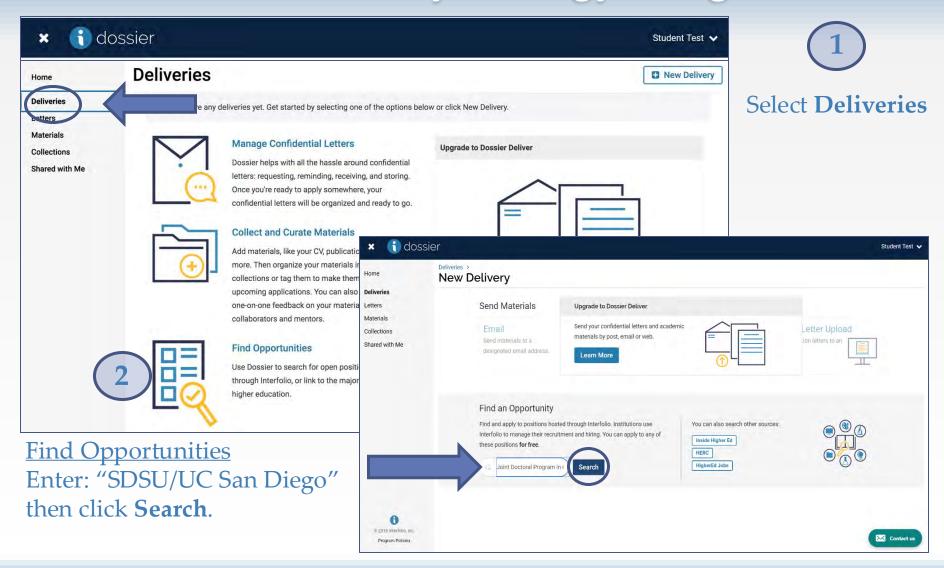
Scroll to the top of the page to view all required fields listed on the "Find the Right Opportunities" page.



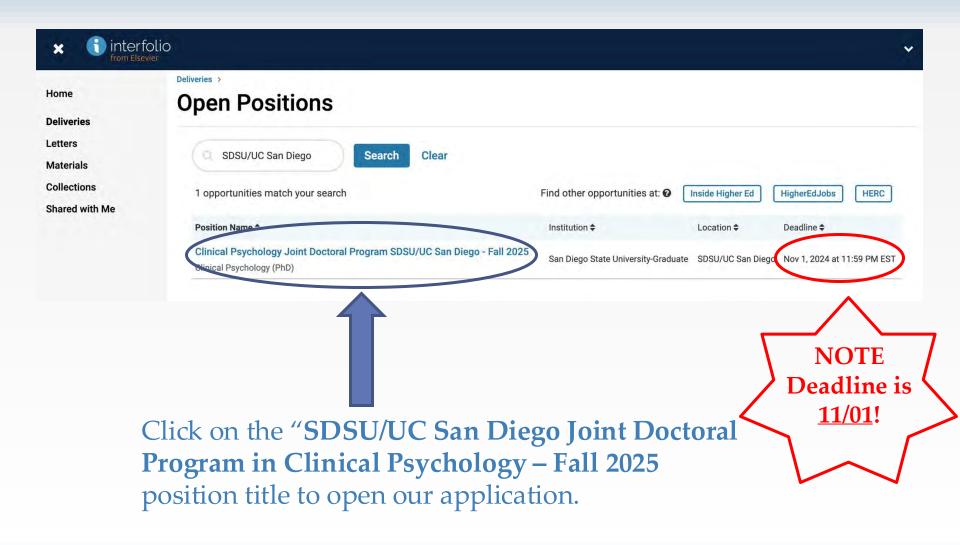
# Creating an Interfolio Account Find the Right Opportunities Cont.



# Finding the Supplemental Application for our Clinical Psychology Program



# Select the JDP in Clinical Psychology Supplemental Program Application



# Start the Supplemental Program Application



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 2025 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/.

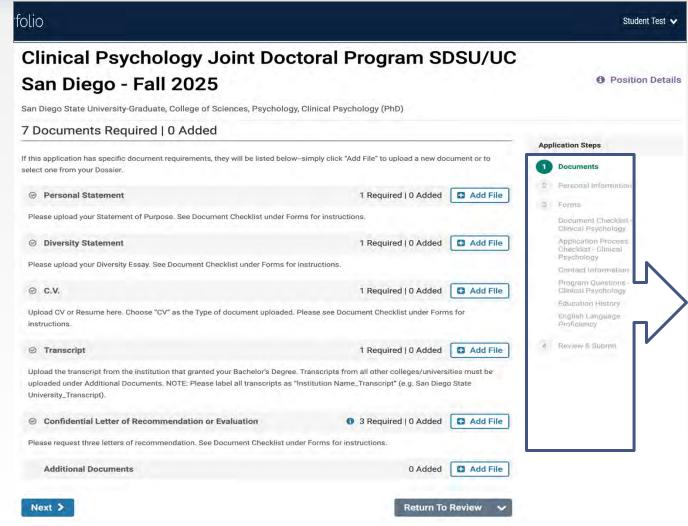
Please contact the program at psycidp@sdsu.edu with any questions.



Close

Click the **Start Application** button to begin our Fall 2025
Supplemental
Program Application!

# Step 3 – Complete the Fall 2025 Supplemental Program Application



You can complete these steps in <u>any</u> order.

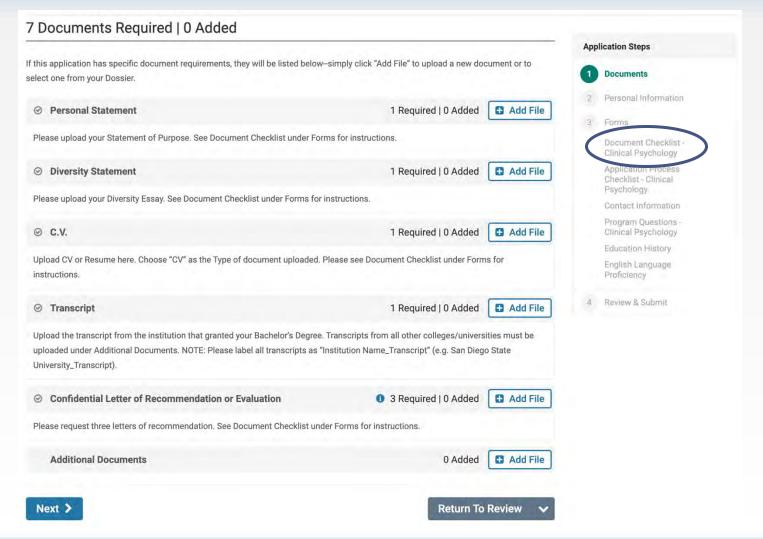
**NOTE:** Your information will not be lost when moving to another step.

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

### Documents

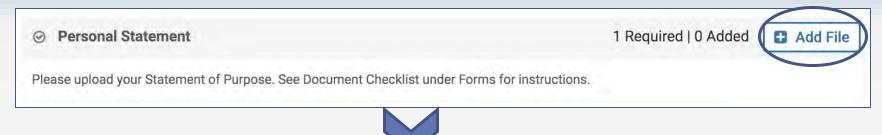


Refer to the "**Document Checklist**" Form on the right for a detailed description and instructions for each of the required documents listed below.

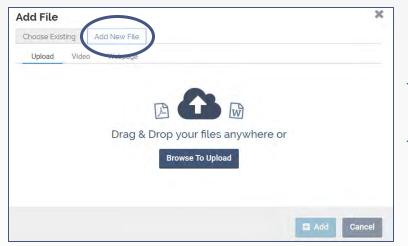


## Documents: Adding Files

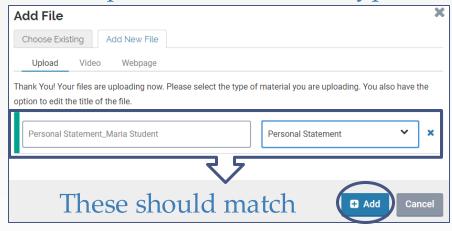
#### 1. Add File



#### 2. Select "Add New File" tab



#### 3. Upload PDF & Select Type





It may take a while to convert to Received.

### Documents: Personal Statement

**Note:** Requirements for the <u>Statement of Purpose</u> can be found under the Document Checklist.

#### STATEMENT OF PURPOSE

In the **Documents** section, under **Statement of Purpose**, 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.

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



We recommend uploading the document in PDF format.

## Documents: Diversity Essay

**Note:** Requirements for the **Diversity Statement** can be found under the Document Checklist.

#### **DIVERSITY ESSAY**

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

Describe how your background and experiences demonstrate your ability to engage with issues of diversity and inclusion and how this might be reflected in your graduate school career and beyond. Your essay should (a) describe any contributions to diversity through research, clinical and/or service and leadership activities and (b) highlight evidence of the impact of your contributions including any scientific or community products and accomplishments.

Please limit your statement to no more than 1 page, single-spaced, 12-point type.

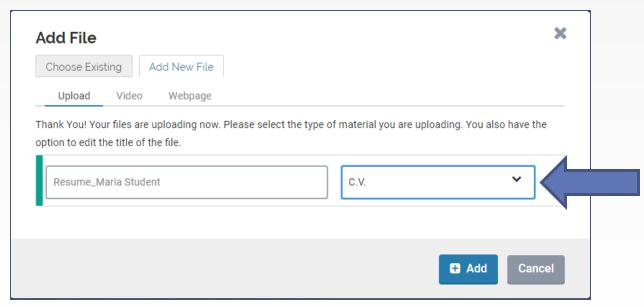


We recommend uploading the document in PDF format.

### **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).

### Documents: Transcripts

Please upload an unofficial transcript for <a href="the-institution">the institution that granted your Bachelor's Degree</a> here.

**NOTE:** Label all transcripts as "Institution Name\_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).

as "Instituti

If you studi

Please upload unofficial transcripts for <u>ALL other colleges/universities attended</u> in the Documents section, under <u>Additional Documents</u>. 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.



1 3 Required | 0 Added



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



#### Add File



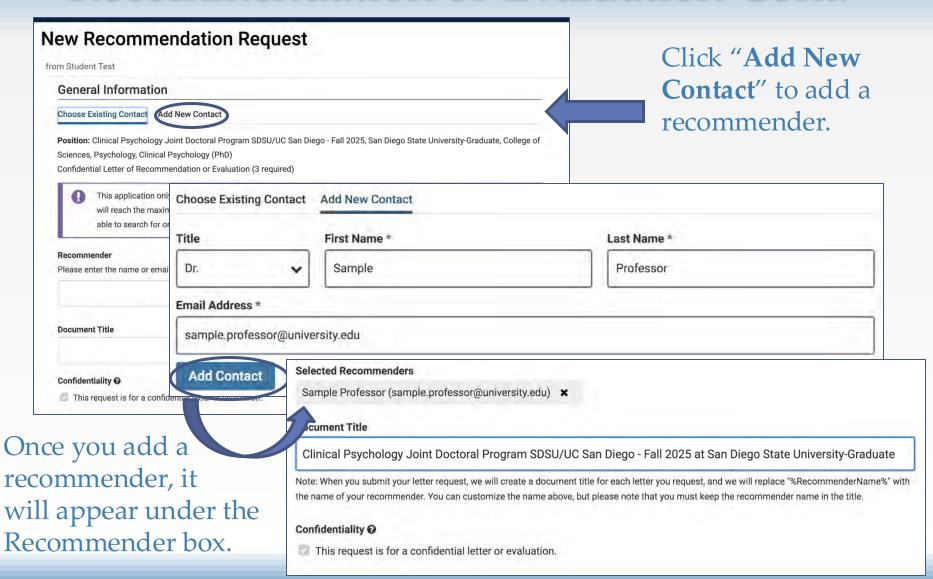
**Choose Existing** 

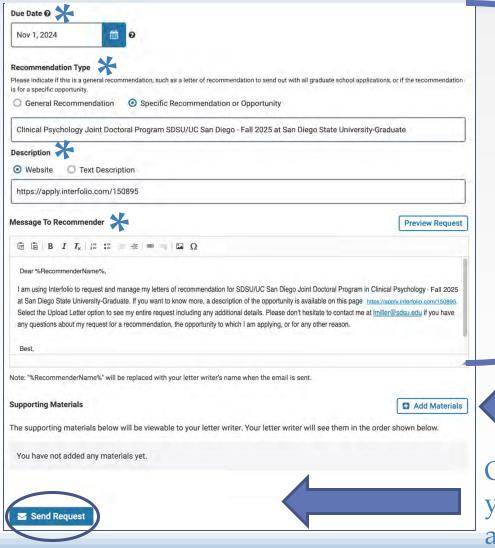
Request a Recommendation

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.



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

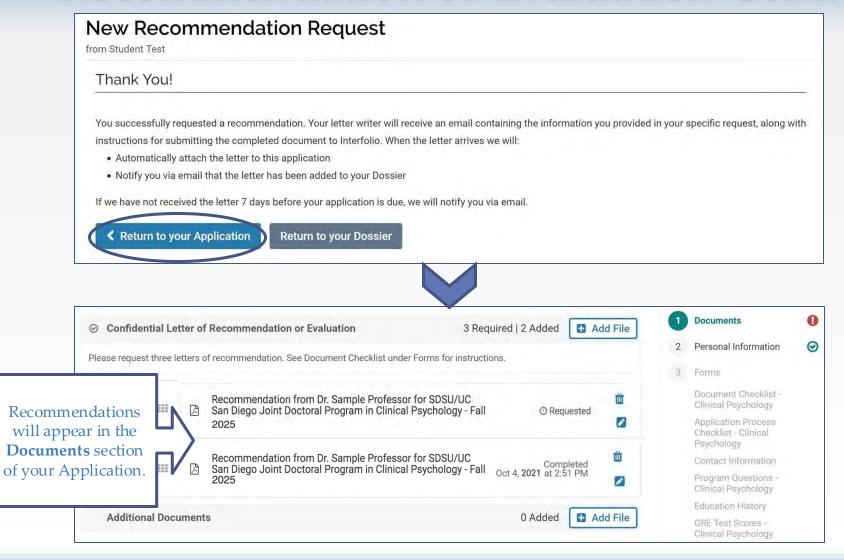




Indicates fields that auto-populate. They
can be edited but we recommend keeping the defaults as-is.

Adding Supporting Materials is optional.

Once you select "Send Request" your recommender will receive an email from Interfolio.



#### \*\*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: 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 4<sup>th</sup> Letter of Recommendation (optional)

**Additional Documents** 

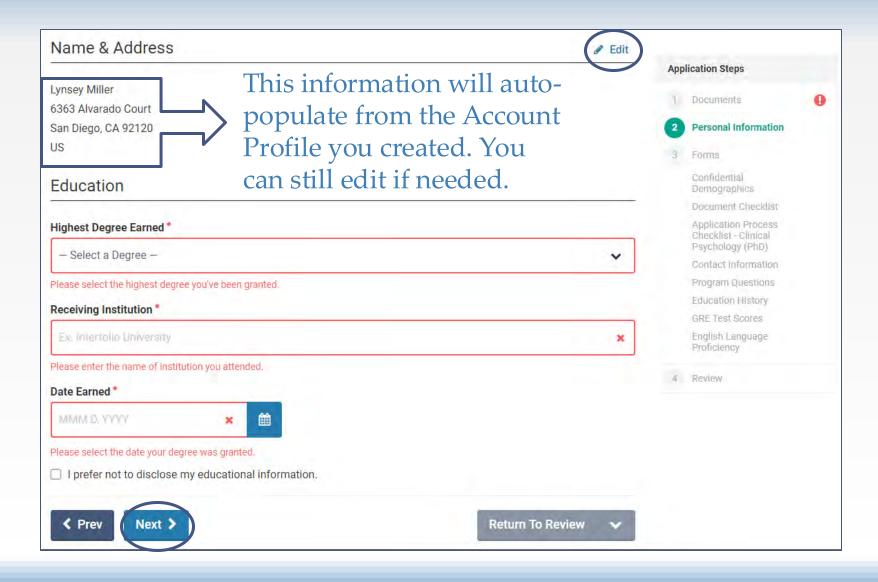
0 Added





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

### Personal Information



### Forms: Document Checklist

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

Document Checklist - Clinical Ps	sychology	
Please review the instructions below for comple	eting 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 in	ncluded in your application	
☐ Statement of Purpose (Required)		
Diversity Essay (Required)		
Resume/CV (Required)		
☐ Unofficial Transcripts for All Colleges/Uni	versities Attended (Required)	
☐ Letter of Recommendation Requests (3 R	equired; 1 additional optional)	
Current or Planned Coursework Form (Op	itional)	
Required Documents Please review the instructions below for REQUIF	RED 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.

If applying to multiple programs at SDSU (e.g. MA in Psychology; MPH; etc), list other programs here!

Applying	to	Multiple	<b>Programs</b>	at	SDSU?*
----------	----	----------	-----------------	----	--------

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

- O Yes
- O 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)

### Forms: Program Questions

#### Mentor Preference

Enter up to three members of the JDP faculty with whom you would like to work. Only choose professors within your major area(s) of study. Note: Many faculty are affiliated with more than one 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: <a href="https://psychology.sdsu.edu/doctoral/clinical/mentorships/">https://psychology.sdsu.edu/doctoral/clinical/mentorships/</a> (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.)

Not all faculty listed as interested in taking a student will end up admitting a student. It is very important to make sure that what you list as your research area is clear so that if there is another potential match for you, we can evaluate your application with that in mind.

Make sure you select mentors within your major areas study (e.g. BMed/EP/NP). Note: Many faculty are affiliated with more than one major area of study.

Faculty Mentor Choice 1 *	
	Resea
	Enter u

Faculty Mentor Choice 2

Faculty Mentor Choice 3

It is important that your research interests are clearly state.

#### 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 Area 4

Research Area 5

# Forms: Program Questions Cont.

Research Involvement  Please answer the following questions to provide an overview of your research experience for the committee. Note that your research interests and experiences in more detail and with more context in your statement of purpose, and you also				
How many years of research experience do you have in psychology or in an allied discipline (e.g., public health, neu.  This may include working or volunteering as an RA, working as research staff, participating in a formal research traini MARC, McNair, IMSD), or working on a data-based senior or master's thesis.  O Less than 1 year.	You can discuss your research interests and			
O 1-2 years				
O 3-4 years		experiences in more detail		
O More than 4 years		and with more context in		
Have you participated in a research training program for which you had to apply for admission? *  (e.g., BUILD, IMSD, MARC, McNair)  O Yes		your statement of purpose!		
O No				
If yes, please indicate which formal competitive research training programs you participated in?	Please indicate how many times you have been the first (primary) author on a research presentation (including posters) at regional, national or international professional conferences?*  0 1 2 3 4+			
		many times you have been an author on a peer-reviewed journal publication? * currently under review, in press, or published. Do NOT not include papers in preparation that ted to a journal)		
	0.0			
	0 1			
	O 2			
	O 3			
	O 4+			

# Forms: Program Questions Cont.

Academic Preparation	
	ry of your academic preparation by calculating the following metrics. International students, a US scale (0=F, 1=D, 2=C, 3=B, 4=A).
case convert grades into the	. 30 scale (6 1, 1 5, 2 3, 5 5, 4 7).
What is your overall underg	graduate GPA? *
(GPA only. No text in this fie	eld)
	e GPA in your major (or across a dual major)? *
(GPA only. No text in this fie	eld)
What is your GPA in quanti	tative and research methods classes (across all undergraduate and graduate courses in
(GPA only. No text in this fie	eld)
Are you enrolled in (or have health, experimental psych	e you completed) a master's degree or doctorate in a relevant research field (e.g., public
O Yes	iology):
O No	
If yes, what is your graduat	
(GPA only. No text in this fie	ald)

#### **International GPA**

Please convert to US scale (0=F, 1=D, 2=C, 3=B, 4=A)!

# 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 informat about the level of quantitative training and experience you have at this point in your academic journey.	Jon.
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)? *	
O Yes	
O 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, poster)  O Yes  O No	paper)?.*
If 'yes', provide year conducted and describe analyses you persona (If 'no', type N/A)	illy conducted.*
	Have you had any additional quantitative training or experience? *  (e.g., workshops, advanced mathematics classes, other data management or analysis experience)  O Yes  O No
	If 'yes', provide year completed and describe training. *  (If 'no', type N/A)

# 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 <u>all other</u> institutions you have attended.

#### **Institution 3**

• Complete as many as needed

# Forms: English Language Proficiency

Only complete this section if applicable.

**NOTE:** International students completing a degree at an institution outside the United States should review and follow the <a href="International Graduate Steps to Apply">International Graduate Steps to Apply</a>.

#### **English Language Proficiency**

All graduate and post-baccalaureate applicants (regardless of citizenship status) applying to SDSU from an international institution where the medium of instruction was not English must submit **one** of the following as proof of English proficiency:

- TOEFL minimum score of 80 iBT/ 550 PBT: Score can be sent electronically from Educational Testing Service (ETS) using the SDSU institution code: 4682. Test score must be from within the past two years.
- IELTS overall score of 6.5 or higher: Score report must be submitted directly to Graduate Admissions. Test score must be from within the past two years.
- Duolingo English Test score of 105 or higher: Score can be sent electronically from Duolingo to Graduate Admissions.
   Test score must be from within the past two years.
- PTE minimum score of 58 or higher: Score report must be submitted directly to Graduate Admissions. Test score must be from within the past two years.
- Official transcripts have been received indicating English as the principal language of instruction.

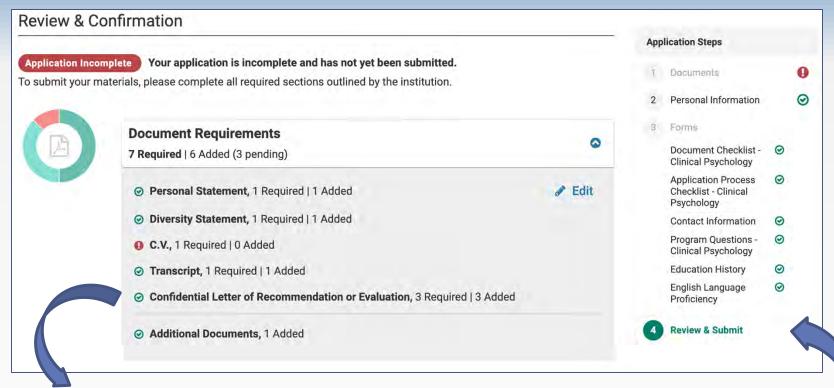
If applicable to you, official test scores must be sent to Graduate Admissions. In addition, please report scores here for the program to review.

# Forms: Confidential Demographics



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

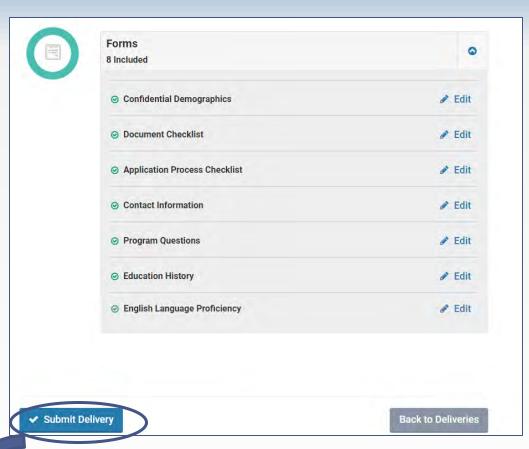
# Step 4 – Review Your Application

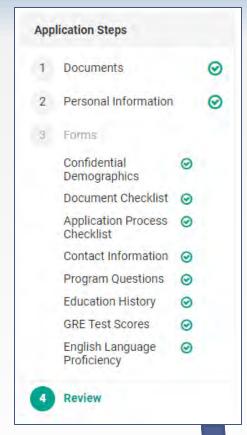


Note: This confirms your letters have been requested. Refer to slide 44 for how to view the status/receipt of your letters.

Select the "Review & Submit" button to preview your application before submitting. A red exclamation point ① will appear when a required field or document has not yet been completed.

# Step 5 – Submit Your Application





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

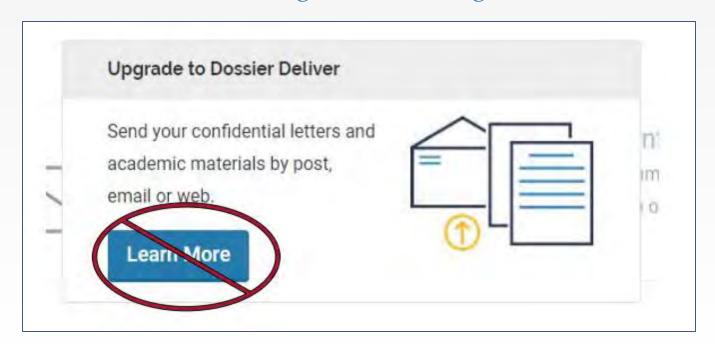
Select the "Review" button to preview your application then select "Submit Delivery".

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, click
"Access My Dossier"
and enter your login
credentials.



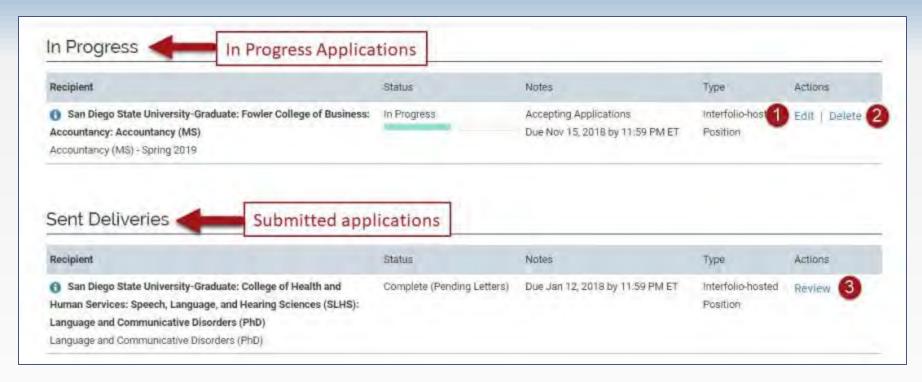
#### Interfolio Dossier

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.

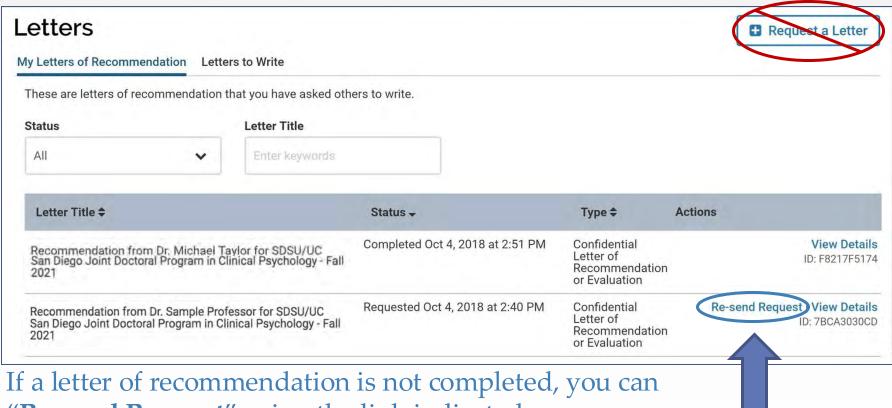
- 1. Edit in-progress applications.
- 2. Delete in-progress applications.
- 3. Review submitted applications.

**NOTE:** New applications **should NOT** be started through the New Delivery button on this page. Instead, click on the appropriate Interfolio application <u>link</u>.

# Letters: Checking Recommendation Status



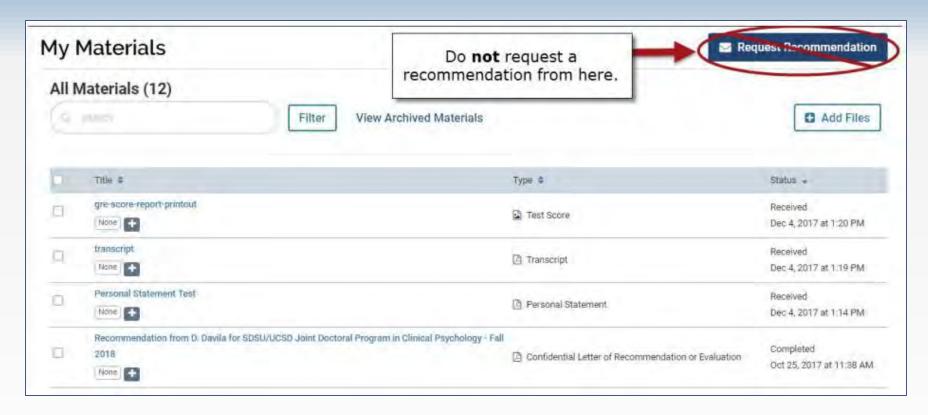
DO NOT "Request a Letter" from here. Go to the **Documents: Confidential Letters of Recommendation or Evaluation** section of your application and select "Add File".



"Re-send Request" using the link indicated.

All letters MUST be received by Nov 1, 2024 at 11:59PM Eastern Time

#### 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".

## Deadlines / Important Dates

**Application Deadlines for Fall 2025 Admission:** 

Nov 1, 2024 (11:59pm EST): Supplemental Program Application Deadline

Dec 1, 2024: Cal State Apply Application Deadline

**Dec 15 2024:** Deadline to Submit Official Transcripts

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 3, 2025
- Tuesday, February 4, 2025

### Help Resources

#### **Interfolio Questions?**

For help signing up, accessing your Interfolio account, or submitting your application, please visit the <a href="help and support">help and support</a> section or get in touch via email at <a href="help@interfolio.com">help@interfolio.com</a> 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 <a href="https://psychology.sdsu.edu/doctoral/clinical/">https://psychology.sdsu.edu/doctoral/clinical/</a> or you can contact us via email (preferred) at <a href="mailto:PsycJDP@sdsu.edu">PsycJDP@sdsu.edu</a> 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 <u>Graduate Admissions site</u> or contact them at (619) 594-6336 or by email at <u>admissions@sdsu.edu</u>. International applicants may contact the International Student Center at (619) 594-1847 or <u>intl\_admissions@sdsu.edu</u>.



# UC San Diego

**Joint Doctoral Program in Clinical Psychology** 

# Thank you for your interest in our program, Best of luck!

NEXT STEP: Complete the Cal State Apply Application <a href="https://www.calstate.edu/apply/graduate">https://www.calstate.edu/apply/graduate</a>