

# University of Guelph Department of Philosophy

M E M O R A N D U M

## **Announcement: The Dossier Service**

The Graduate Studies Committee wishes to announce that, beginning in the fall of 2004, the department of philosophy will pay a one-time user fee of \$45 (US) to enroll its graduating PhD students with Interfolio.com, an online dossier service, as a means of assisting them in their search for post-graduate employment. The \$45 user fee option gives students a 5-year membership with Interfolio, as well as 5 MB of online storage and 3 First Class mailings for free.

**What it is:** Interfolio (<http://interfolio.com>) is an online dossier service that is designed for academics. It provides its members with competitive prices – as low as \$4 (US) for standard mail – and multiple delivery options, e.g. standard mail, next day delivery and US First Class Mail. Additionally, since you maintain your file electronically, the service is accessible 24/7. And it is not only convenient and inexpensive, it is also easy to use.

**How it works:** Once you register and pay your user fee, for which the department will reimburse you, you merely upload your documents (e.g. your writing sample, your teaching dossier, your dissertation abstract, etc.) and go from there. This is explained in detail at ([http://interfolio.com/fh\\_overview.html](http://interfolio.com/fh_overview.html)). For security reasons, your letter writers cannot send their letters over email, but they can upload them right into your account, or they can mail or fax them directly to Interfolio.

If you have any questions about the service please contact the placement officer for the department, Karyn Freedman, at ext. 53232 or at [karynf@uoguelph.ca](mailto:karynf@uoguelph.ca).

Department of Philosophy