

1. Go to <https://www.interfolio.com/>
2. Click on *Interfolio Dossier* and then under the free dossier section, click *Sign Up* [Note: If you need assistance with creating your Interfolio account, contact Interfolio support. Contact information is on their website.]
3. Complete the form
 - a) From the dropdown menu under *I am...*, select *other*
 - b) From the dropdown menu under *Please enter other status*, type *WSSP applicant*
 - c) Under *How Did You Hear About Us?*, enter *A Professional or Academic Organization*.
 - d) Select United States as country of residence.
 - e) Agree to terms of service and click *Sign Up*.
4.
 - a) Enter contact information.
 - b) Under *Highest Degree Earned*, select *High School/GED*.
 - c) Under *Institution*, you may enter your high school name or simply XXX
 - d) Under *Date Earned*, select today's date.
 - e) Under the *Professional Experience* section, enter XXX in *Current Title* and select any institution listed under the *Organization* drop down.
 - f) Click *Create My Profile*.
5.
 - a) Under *What Type of Dossier are You*, select any checkbox.
 - b) Under *Discipline*, select *STEM*.
 - c) Click *Take Me To My Dossier*.
6. Once your Interfolio account has been created, log out completely, then go to apply.interfolio.com/137883
7. Click on *Apply Now* and enter your log in credentials
8. In the *Essay* section, click on *Add File* and upload your essay document in PDF format
9. In the *Confidential Letter of Recommendation or Evaluation* section, click on *Add File*
10. Click *Request a Recommendation* and then *Request*
11. Under *General Information*, click on *Add New Contact*
12. Enter the name and email address for letter writer #1 and click *Add Contact*. Repeat this step for letter writer #2. Click *Send Request*

****Note:** Do not request that your letter writers email their letter directly to WSSP. Letters must be uploaded to Interfolio.

13. Click *Return to Your Application*. Click *Next*
14. Under Education, click *I prefer not to disclose this information* and click *Next*
15. Provide the requested information for your application to the Welch Summer Scholar Program and then click *Next* at the bottom.
16. Completion of the Official University of Texas at Austin EEO Form is optional. If you choose not to provide any of the information, it will have no bearing on your application to the program. Click *Next* at the bottom of the page.
17. Once you have completed the required information, click *Submit Delivery*.