WebREC to Interfolio Transfer Instructions

Welcome to Interfolio. To make a request to have documents stored in WebREC switched to Interfolio, please follow the instructions below.

1) Create an account in Interfolio

2) Within WebREC, create a mailing using the following mailing information.
   
   Attn To: Student Interfolio Email Address
   Department: Expedited Processing Ctr
   Organization: Interfolio
   Country: United States
   Address 1: 1900 L Street NW, Suite 603
   City: Washington
   State: District of Columbia
   Zip: 20036
   Phone: 314-935-5930

3) Select shipping as USPS (Note: You will not be charged for shipping)

4) Select the documents you wish to have transferred and rank the printed order

5) Confirm the mailing details

6) Leave the documents in Pending Status (Do not mail)

7) Send an e-mail to careers@wustl.edu with the subject “WebREC Request: Interfolio Transfer – Documents in Pending Status”

   NOTE: For rush conversions, please include “Please Expedite” in your request.

   You will receive e-mail notification when your document(s) have been sent to Interfolio. You will receive another e-mail notification when your document(s) are available in Interfolio.

If you have questions about this process, please contact Lillia Campbell or another member of the WebREC Team at (314) 935-5930.