PrivateFolio Instructions for GW HPAC Applicants 2022

To obtain a Committee interview and letter, you must submit all required materials to PrivateFolio (NOT Interfolio) by midnight on January 31, 2022. All deadlines and eligibility requirements are final.

How do I create a PrivateFolio account?

1. Go to: https://www.privatefolio.com/auth/webUser/signup?invitedReferralCode=GWpha10 (you MUST use this link in order to receive special account pricing and to be properly affiliated with the GWU Pre-Health Program so that we can access your application).

2. Enter your information, choose a password, and press Submit to create your account.

3. You will receive a confirmation email. Click on the confirmation link in this email, and then log in to your account using your email address and password.

4. You will be selected to choose an account term. As a GW affiliate you have the option of receiving a one-year account for free, or a $10 discount off of a 3 year or 5 year account. If you would like to have access to your letters for future years, you should choose and pay for a 3 year account (discounted price of $14.99) or a 5 year account (discounted price of $27.99).

What do I upload to PrivateFolio?

1. You will need to upload:
   1. BCPM calculation sheet
   2. Resume
   3. Letters of recommendation
   4. Unofficial transcripts

2. Log-in to PrivateFolio.

3. Click “Upload Documents”, located under “Manage Dossier”.


5. Select Document Type (ex: “other”).

6. Click the “Browse” button and select the document that you want to upload.

7. Click “Upload”.

8. Once uploaded, you will see the document in your account; there is no need to do anything else. The committee will be able to view the application online as we have administrative access to your account.

HOW DO I UPLOAD MY TRANSCRIPT?

1. You will need to submit unofficial transcripts from every college that you have attended, excluding study abroad.

2. Go to Colonial Central and request an unofficial GW transcript. We will not accept transcripts printed from GWeb.

3. After scanning and saving transcript to your computer, follow the same steps as above.

HOW DO I REQUEST A LETTER OF RECOMMENDATION BE SENT TO MY PRIVATEFOLIO ACCOUNT?


2. Fill in your letter writer’s name and contact information, as well as title for the document (e.g., the Letter from Professor Smith, 2017). This title will be visible to the writer as well as to receiving institutions that you include in your deliveries.

3. You have the option of modifying the text of the request that will be sent to your letter writer and you can also indicate a due date for the letter and whether it should be signed (both are generally recommended).

4. Check the box indicating that you waive rights of access (this is required to ensure the confidentiality of letters). Press Submit.

5. Your letter writer will receive an email with the details of your request and a link through which he/she can upload the letter.

Questions? Contact us:
Email: prehealth@gwu.edu