



Yale University Graduate School of Arts and Sciences

Instructions for the online application for

Sackler/NSF Research Experience for Undergraduates (REU) Program

https://www.yale.edu/graduateschool/admissions/apply_online.html

Application for Admission

Before beginning your application, we urge you to read these instructions below. If you are looking for a particular item, click on “Edit”, “Find” or “Advanced Search”. In particular, please review the information regarding your Personal Statement on page 6 as it supersedes the requirement as indicated in the online application.

All materials required or considered essential in support of your application must be "uploaded" to your application. You should not mail such materials into us as we are unable to accommodate them.

You should submit your application as early as possible so that you can determine if Letters of Recommendation have been received and associated with your application.

You should review the [details of the program](#) before beginning your online application.

Fields marked with a **red asterisk (*)** are required. Remember to click the "Save" or "Save and Continue" button before moving to the next section, or your answers will be not be saved.

The deadline for submitting an application to the Sackler/NSF Research Experiences for Undergraduates (REU) for the summer of 2017, is February 1, 2017.

Personal Information

Name: Required. **Do not use all upper case characters.** If you use a middle initial verses a full middle name you will need to put a Period "." after the initial. If the first character of your first or last name has an accent symbol, please consider eliminating the symbol. If you have ever used an "Other" last name such a maiden name, please enter that name. This is especially critical in the matching of Standardized Scores to your application.

Preferred First Name: Optional.

If you wish to designate a preferred first name to be used in informal communications such as email you may do so. Used this field only for a Preferred First Name that is different from your legal First (Given) Name.

Citizenship: Required. This program is open only to U.S. Citizens or U.S. Permanent Residents. If you are a U.S. Citizen you should have a U.S. assigned Social Security Number and will need to provide it as indicated. If you do not have a U.S. assigned Social Security Number but are a U.S. Citizen you will need to contact the Office of Graduate Admissions as indicated above.

Do You Have A U.S. Social Security Number: Required. Answer this question Yes, if you have an assigned U.S. Social Security Number. Answer No if you do not. Social Security numbers are assigned only by the Social Security Administration, a department of the U.S. government.

Social Security Number (SSN): Required. If you are a U.S. Citizen you will be required to enter your U.S. Social Security (SSN) number. If you answered **NO** to the above question (you do not have a U.S. Social Security Number), and are a U.S. Citizen, please contact Graduate Admissions at graduate.admissions@yale.edu and put a "#" sign as the first character of your subject line. Use of all zeros or other generic forms of the SSN will result in delays in the processing of your application.

Please note that for security purposes your SSN will not be displayed on your copy of the application when you print nor will it appear on the digital copy reviewed by your designated program after you submit your application.

Gender: Optional.

This field cannot be deselected once selected. The selection of More Options provides a text field that you may choose to use if you do not wish to select Female or Male.

Date of Birth: Required. Please note that for security purposes your date of birth year will not be displayed on your copy of the application when you print it nor will it appear on the digital copy reviewed by your designated program after you submit your application.

Ethnicity/Race: Optional. Yale University seeks to attract qualified students of diverse backgrounds. If you wish to identify yourself as a member of one of the groups listed, please click on the appropriate selection.

You also have the option of selecting a geographic area corresponding to the Ethnicity/Race you have marked.

Definitions:

- **White:** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- **Black or African American:** A person having origins in any of the black racial groups of Africa.
- **Hispanic or Latino:** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- **Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- **American Indian or Alaska Native:** A person having origins in any of the original peoples of North and South America (including Central America), who maintains cultural identification through tribal affiliation or community attachment.
- **Native Hawaiian or Other Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Aggregated non-personally identifiable information is used for federal reporting purposes.

Contact Information

Email Address: Required. The email address you provide in this section is how the Office of Graduate Admissions will be in contact with you; therefore, it is essential that your entry is a valid and correct email address. The email address used when you created your account should be the same - if not you should update that email address now by clicking "Update Profile" above.

Address: Required. Pull down selections are available for **State/Province/Districts or Territories** for the **United States, Australia, Canada, China, India and Mexico**. For all other countries having a State, Province, Territory or Prefecture for which we do not have a drop down selection box, please type that information in address line 3. Do not repeat other address information or enter anything which is not a State, Province, Territory or Prefecture name.

City: Required.

Daytime phone number: Required. Do not put dashes in the phone number field.

Department/Program Affiliation: Required. You are applying to the Sackler/NSF Research Experiences for Undergraduate (REU) and that program is pre-filled. If that is not correct, please return to the main page of the application and select the correct application for the program you are applying for. For a complete description of this program [please click here](#).

Degree: Required. You are applying as a non-degree REU applicant and that information is prefilled.

Do you have Health Insurance: Required. If you answer Yes to this question, please identify the health plan you are covered under. If you are covered under your institutions health plan you can upload a copy of your health plan identification card when prompted in the application. If you answer No to this question you must indicate your plans for obtaining coverage.

Personal Statement

The program you are applying to requires a Personal Statement.

If you have not already done so, you should prepare your Personal Statement using your word processor and save the file so you can upload (attach) it in response to the upload button.

Your 600-1200-word statement should cite your career aspirations, your current research interests and what you hope to gain from participating in this summer program. Additionally, please describe any relevant research experience (s) and list 3-4 [faculty members](#) with whom you would be most interested in conducting your summer research and why.

Do not upload your resume to satisfy this requirement

You must use a margin of 1 inch at the top of every page to allow room for the application system to automatically print your name and Applicant ID in that space.

Current Study

Bachelor Degree Granting Institution: Required.

This is the degree granting institution you are currently enrolled in.

School Code and Institution Name: Required

You must use the *Look up* button to place your college or university code and name into the online system. Please follow the instructions provided after clicking Look up. The Online application will not allow you to manually enter a school code.

If your institution is not found, click the *Search* button again and type the word UNKNOWN into the *School Name* field. Then click on the entry entitled *000000_/_Unknown* and **replace "unknown" by typing the name of your institution in the institution field.**

Campus, City, State or Country: Required

This information will be “pre-filled”

Graduation Date: Required

Please enter the expected date of your degree. If you do not know the day, in either case, please use "01".

Degree: Required

Please select, from the Degree choices listed

Major: Required

If you are pursuing a double major, please select your primary major.

GPA:

If you have a GPA at this point in time in your studies, please enter it here.

Transcripts

A transcript or academic record is required.

You must upload (attach), a scanned copy of your transcript or a copy of your academic record from your institutions SIS portal, to your application prior to submitting it (see “Uploading a Transcript” instructions).

Do not mail in, or otherwise have sent to us or to your program, a paper copy of your transcript or academic record as we are unable to accommodate such documents and if received, they will be discarded.

Do not upload a "place holder" page in lieu of a transcript. Doing so will only delay the review of your application

If you are uploading a copy of your academic record from your institutions SIS portal be certain that it contains the name of the institution, course names and grades and any academic comments that would be part of an official transcript. If not, then you need to upload of copy of your official transcript.

Uploading a Transcript

You must “upload” a scanned copy of your transcript or academic record to your online application prior to submitting the application. Please refer to the details below before proceeding. **Do not mail in or otherwise have sent to us, a copy of a transcript or academic record as we are unable to accommodate those documents and they will be discarded.**

Uploading a scanned copy of your transcript or academic record is required as all programs now review applications online. In addition it also ensures that a record of your academic progress is included with your submitted application. It eliminates the need to have a transcript mailed to us during the initial processing and review of your application and precludes any delays resulting from the non receipt of a transcript.

Uploading a scanned copy of your transcript or academic record

Below are some suggestions on how to proceed with uploading a transcript.

- Please scan a copy of a transcript that you may have and that is current, at the lowest dpi that results in a legible document (we recommend to use under 200 dpi whenever possible).
- You must ensure that the institution name and other identifying marks are not missed during the scanning process and that your scanned copy is clearly legible and can print on letter size paper (8 ½" x 11")
- You will want to ensure that you also include the transcript legend (back page in most cases).
- **You will want to be certain that your document is saved as a PDF file.**
- You will want to ensure that its size is less than 25000kb (25mb). Scanning in “gray scale” or black and white may produce the best results.
- If the scanned file is too large then you may want to make a photocopy first (experiment with different settings until you find one that results in the smallest file size) then scan the photocopy.
- Do not be concerned if "Void" appears on your scanned copy as long as your coursework and grades are legible.
- Please remember, if you cannot read your uploaded document the faculty will not be able to read it either.
- You may upload an institutional web based transcript/academic record.

Resume

This section is required. For a complete description of this program [please click here](#).

Please use a margin of 1 inch at the top of every page to allow room for the application system to automatically print your name and Applicant ID in that space.

In your resume you should account for all periods of time regarding your Professional Experience.

Should you need to change or update your Resume after you submit your application you may do so until the deadline of the program you are applying to.

Recommendations

Two letters of recommendation are required in support of your application. To have your Recommender submit a letter on your behalf, you should first contact the recommender to establish a willingness to do so.

The submission of letters of recommendation is **an entirely online process** since our program faculty will be reviewing your file online only. Please be certain that the recommenders you list are willing to submit their recommendation online.

We do not accept nor are we able to accommodate letters of recommendation sent to us by Email or in paper form.

You designate your Recommenders in the Recommendation module accessed via the blue navigational bar within your application **after you have completed the Personal Information section and identified your Program of Study.**

Required Questions: Recommender information. Please complete all lines of information.

Do you wish to waive your right to examine this letter of recommendations: You should answer Yes to this question. If you answer No some recommenders may not be willing to write a letter for you. Your answer to this question cannot be changed. As a matter of policy we do not release letters written on your behalf. If you wish to have a copy of a letter of recommendation you will want to contact the letter provider.

Personal Note: If you wish to highlight any special information which may be helpful to your recommender.

Once listed in your online application, an Email is automatically sent to each recommender you list. This Email provides your recommender with the necessary information to access the online system and your recommendation form.

Recommendations are submitted electronically and are immediately recorded as received within your application when submitted, even though you have not submitted your application.

Be certain to inform your Recommender that they will receive an Email request for a letter from "Yale Graduate School of Arts and Sciences" [support@hobsons.com] and that they should add [support@hobsons.com] to their list of acceptable Email addresses if they are using any spam blocking software. We are unable to accept letters of recommendation submitted by any other means.

If your recommender reports having difficulty accessing the online system, they (not you) should contact us by Email using the Email address listed in the Request for Recommendation Email they received.

Check Your Application: Before proceeding to the submission of your application click on **Check Your Application** link and make any necessary corrections.

Application Status: Ready for Submission. You can preview a copy of your application and print a copy for your records if you wish.

Step 1: Confirmation. Please review your application carefully and when satisfied check the box acknowledging you have read and understand the information contained in this section.

Payment Information / Application Fee

There is no application fee for this program and you will not be prompted to for an application fee.

Final Step: Signature Page and Certification Statement: You must type your full legal name; verify the date before you submit your application.