Application Checklist
Deadline to apply - Wednesday, February 1, 2023

This checklist is to be used along with the step-by-step instructions which includes screenshots

<table>
<thead>
<tr>
<th>Check</th>
<th>Step</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Download and read the <em>T-SRF 2023 Application Instructions</em> PDF form</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Create an account on the online application portal website</td>
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<tr>
<td></td>
<td>2 – 4</td>
<td>Add T-SRF to your profile on the website</td>
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<tr>
<td></td>
<td>5</td>
<td><strong>My Application</strong> tab &gt; <strong>Program Materials</strong> tile &gt; T-SRF</td>
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<tr>
<td></td>
<td></td>
<td>• Home tab – Read through instructions</td>
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<td>5</td>
<td><strong>My Application</strong> tab &gt; <strong>Program Materials</strong> tile &gt; T-SRF</td>
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<tr>
<td></td>
<td></td>
<td>• Questions tab – Answer supplemental questions</td>
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<td></td>
<td>Write personal statement following the prompt and instructions listed in the <strong>Program Materials</strong> tile</td>
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<td></td>
<td>Ask individuals listed on the <strong>Program Materials</strong> tile if they could write a good letter of recommendation for you</td>
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<td>5</td>
<td><strong>My Application</strong> tab &gt; <strong>Program Materials</strong> tile &gt; T-SRF</td>
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<tr>
<td></td>
<td></td>
<td>• Documents tab – Upload personal statement</td>
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<td></td>
<td>5</td>
<td><strong>My Application</strong> tab &gt; <strong>Program Materials</strong> tile &gt; T-SRF</td>
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<tr>
<td></td>
<td></td>
<td>• Evaluations tab – submit requests to recommenders</td>
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<td></td>
<td>6</td>
<td><strong>My Application</strong> tab &gt; <strong>Personal Information</strong> tile</td>
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<tr>
<td></td>
<td></td>
<td>• Answer, at minimum, the required questions</td>
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<tr>
<td></td>
<td>6</td>
<td><strong>My Application</strong> tab &gt; <strong>Academic History</strong> tile</td>
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<td>--------------------------------------------------</td>
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<tr>
<td></td>
<td></td>
<td>• Add all colleges/universities you’ve attended</td>
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<tr>
<td></td>
<td>6</td>
<td><strong>My Application</strong> tab &gt; <strong>Supporting Information</strong> tile</td>
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<tr>
<td></td>
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<td>• Experiences and Achievements sections – mandatory to include information that is listed in the CV in this section</td>
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<tr>
<td></td>
<td>6</td>
<td><strong>My Application</strong> tab &gt; <strong>Supporting Information</strong> tile</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Documents section – upload your CV and Proof of Citizenship/Permanent Resident Visa</td>
</tr>
<tr>
<td></td>
<td>7</td>
<td><strong>Submit Application</strong> tab &gt; <strong>Supporting Information</strong> tile</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Click on the <strong>Submit</strong> button to submit application for review</td>
</tr>
</tbody>
</table>
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**How to apply**

1. Create an account [here](#).
2. Select **Summer 2023** in the **Program Plans** pop-up window. Click “Continue”.
3. Select the **Travelers Summer Research Fellowship Program** to begin the application process. Click “Continue”.
4. Review the selection to make sure it states **The Travelers Summer Research Fellowship Program** and click “Continue to My Application”.
5. Before submitting materials in the other tiles, go to the **My Application** tab and select **Program Materials** tile. Select the name of the program.
   - Home tab – instructions and prompts for the personal statements and letters of recommendation
   - Questions tab – additional questions regarding your school, achievements, and extracurricular activities
   - Documents tab – Upload your personal statement
   - Evaluations – Complete two evaluation requests with the evaluators’ information. They will receive instructions on how to upload their letter of recommendation and it will be linked to your online application.
6. Additional tiles under the **My Application** tab:
   - Personal Information – complete the required information (marked with *) in each section as well as the Race & Ethnicity section
   - Academic History – add all colleges/universities that you have attended (including summer courses). Official transcripts are needed to see the grades that were earned.
     i. We do not need standardized test scores submitted
     ii. We will need to see grades from **Fall 2022** semester
       1. If you submit your application before your Fall 2022 course grades is posted onto your transcript and your transcript has been uploaded to your application, you will need to resubmit your transcript with your Fall 2022 course grades
   - Supporting Information – complete with experiences (i.e., volunteer work) and achievements you would like to share.
     i. Enter all information that is included in your CV in the “Experiences” and “Achievements” sections (mandatory)
     ii. To enter volunteer work, add an experience and select the type of experience. Towards the end of the webpage, you’ll be able to select the type of recognition (i.e., volunteer).
     iii. Uploading in the “Documents” section
       1. Click on “CV/Resume” to upload your CV
       2. Click on “Other Relevant Documents” to upload your Proof of Citizenship/Permanent Resident Visa
         a. Documents that will be accepted are listed in the **Program Materials** tile
7. Click on the **Submit Application** tab and then the **Submit** button once you have completed the above steps.
   - You will be able to submit your part of the application even if your recommenders have not yet submitted their letter of recommendation.
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**Step 1: Create an account**

Welcome to Weill Cornell Medical College and Graduate School

Sign in with your username and password below. First time here? Click Create an Account to get started.

- Username
- Password

- [Sign In]
- [Create an Account]

Steps 2 – 4: Select **The Travelers Summer Research Fellowship Program** as the program you are applying to

Hello, !

* Indicates required field

Thank you for your interest!

Please let us know when you plan to begin your program to help us serve you better.

* I plan to start a program: **Summer, 2023**

[Continue]
Click on the “+” sign to select the Travelers Summer Research Fellowship Program. The “+” will turn into a green checkmark. Click continue. Click on the “+” sign to select the Travelers Summer Research Fellowship Program.

1. Double check to make sure that you have selected the correct program.
2. Click “Continue To My Application”
Step 5: Go to the **Program Materials** tile **FIRST**

Click on the “Program Materials” tile first.

Click on the name of the program.

Read through the list of what you will need to submit to apply to T-SRF in the “Home” tab.

The personal statement and letters of recommendations have specific prompts that must be followed.
Answer the prompts in the “Questions” tab.

Click on the “Documents” tab

Add personal statement here
Step 6a – Personal Information tile

Click on the “Evaluations” tab

Click here to enter the information of those who will be writing you a letter of recommendation.

This step will have to be done at least twice (one for each recommender).

Click on the “My Application” tab to bring you back to the main screen

Click on the “Personal information” tile
Step 6b – Academic History tile

Click on each of these sections and complete the required information (marked with *) including the “Race and Ethnicity” section.

Click on the “Academic History” tile.

Click on the “Colleges Attended” section.
Click on “Add a College or University” and add each college attended (even if it is for one course) and then complete the “GPA Entries” section.

Click on the “My Application” tab to get back to the main screen.

Click on the “Supporting Information” tile.

Step 6c – Supporting Information tile
Click on the “Experiences” section

Click on “Add an Experience” to add employment or volunteer work. This will have to be done for each employment and volunteer opportunity you were a part of.

Or click on “I Am Not Adding Any Experiences” if you none to add.

Include information even if it is on your CV.

Click on the “Achievement” section and then on “Add an Achievement” for each awards or honors you would like to add to your application.

Or click on “I Am Not Adding Any Achievements” if you do not want to add any.

Include information even if it is on your CV.
Click on the “Documents” section.

Click on “Add Document” to upload your CV

Click on “Add Document” to upload your Proof of Citizenship/Permanent Resident Visa

Click on the “My Application” tab to get back to the main screen and double check that all the required documents have been submitted.

Please note that the letters of recommendation do not need to have been uploaded by your recommenders for you to submit your application.
Step 7 – Submitting your application

Click on the “Submit Application” tab

Click on the “Submit” tab to submit your application.

Please note that you will not be able to submit any other documents after you click on this button.

If “Submit All” is greyed out, then you have not submitted a required document or entered a required information. Double check each of the four tiles to see what is missing. Use this document and the checklist to help.

Click on the “Check Status” tab to make sure your application went through from “In Progress” to “Submitted”.