# 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>1</td>
<td>Create an account on the online application portal website</td>
</tr>
<tr>
<td></td>
<td>2 – 4</td>
<td>Add T-SRF to your profile on the website</td>
</tr>
</tbody>
</table>
|       | 5    | My Application tab > Program Materials tile > T-SRF  
|       |      | • Home tab – Read through instructions |
|       | 5    | My Application tab > Program Materials tile > T-SRF  
|       |      | • Questions tab – Answer supplemental questions |
|       |      | Write personal statement following the prompt and instructions listed in the Program Materials tile |
|       |      | Ask individuals listed on the Program Materials tile if they could write a good letter of recommendation for you |
|       | 5    | My Application tab > Program Materials tile > T-SRF  
|       |      | • Documents tab – Upload personal statement |
|       | 5    | My Application tab > Program Materials tile > T-SRF  
|       |      | • Evaluations tab – submit requests to recommenders |
|       | 6    | My Application tab > Personal Information tile  
<p>|       |      | • Answer, at minimum, the required questions |</p>
<table>
<thead>
<tr>
<th>Tab/Section</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>My Application tab &gt; Academic History tile</strong></td>
<td>• Add all colleges/universities you’ve attended</td>
</tr>
<tr>
<td><strong>My Application tab &gt; Supporting Information tile</strong></td>
<td>• Experiences and Achievements sections – mandatory to include information that is listed in the CV in this section</td>
</tr>
<tr>
<td><strong>My Application tab &gt; Supporting Information tile</strong></td>
<td>• Documents section – upload your CV and Proof of Citizenship/Permanent Resident Visa</td>
</tr>
<tr>
<td><strong>Submit Application tab &gt; Supporting Information tile</strong></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.
   a. Home tab – instructions and prompts for the personal statements and letters of recommendation
   b. Questions tab – additional questions regarding your school, achievements, and extracurricular activities
   c. Documents tab – Upload your personal statement
   d. 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:
   a. **Personal Information** – complete the required information (marked with *) in each section as well as the Race & Ethnicity section
   b. **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
   c. **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.
   a. 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

[Image of login page]

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

Hello, [Name]!

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

Click on the “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).
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.

Step 6c – Supporting Information tile

Click on the “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.”