2022 Application Information and Instructions

Application Deadline: Friday June 10, 2022 at 5:00 p.m.
(Late or Incomplete Applications Will Not Be Considered)

Application Information and Instructions

1. Application is available for download here. All application components submitted by applicants must be in pdf format, assembled in the order shown in the Application Checklist below. A single pdf of the entire application is preferred.

2. All documents requiring signatures must be signed before being scanned into a pdf. Missing signatures will render an application incomplete.

3. Complete applications must be e-mailed to Program Coordinator, Irené Merry, **no later than 5:00 p.m. on June 10, 2022** (contact information below). For assistance with the application pdf, contact the Program Coordinator.

4. Applicants must give their recommender a Waiver Form. *Please note*: even if you choose not to sign the Waiver Form(s), you must submit the form with his/her name identified in the space provided.

5. Applicants should ask their recommender to e-mail a pdf of their signed letter directly to the Program Coordinator by **June 10, 2022** (the earlier deadline for recommendations helps facilitate the application Process). **A recommendation letter from an applicant's Division Chief may be considered only if the Department Chair signs his/her concurrence, preferably on the Division Chief's letter (a separate letter of concurrence is also acceptable). Applicants should arrange to obtain their Department Chair's concurrence. An application containing a letter of recommendation from a Division Chief will be deemed incomplete without the Department Chair's signed concurrence.**

6. Please do not submit more letters of recommendation than shown in the Application Checklist. Please do not include this Information sheet with your materials.

7. The application will be considered complete **only if** all items on the Application Checklist below are received by the final deadline. Late or incomplete applications will not be considered.

Application Checklist and Deadlines

A complete application packet consists of materials submitted by applicants and others:

Materials Submitted by Applicants (in single pdf format only) Deadline: no later than 5:00 p.m. June 10, 2022	Materials Submitted by Recommenders (pdf format preferred) Deadline: June 3, 2022
□ Completed 2 page Application: □ Applicant Information Form □ Declaration on Applying (completed & signed) □ Answers to Reflections Questions A & B	□ Signed Recommendation Letter from Applicant's Department Chair/Director or Division Chief (see #5 above)
□ Current *curriculum vitae*	
□ Waiver Form for Department Chair/Director or Division Chief providing a letter of recommendation (see #5 above)	

Program Coordinator Contact Information
Irené Merry, Office of the Vice Provost, Academic Affairs
Email: Irené Merry; Phone: (415) 502-0244