

2018 CSSS Application FAQs

How do I apply?

We ONLY accept applications via the online application site, which opens on October 19. To initiate your application, click on the “Apply Now” box on the website. You will be taken to our online application and registration site. Once there you can create an account (follow the instructions on the page), which will allow you to log in and access the application. You may edit your application until the deadline of January 29.

What browsers are supported by the online application?

The application supports recent versions of Internet Explorer, Safari, Chrome and Firefox. It should work with other browsers as well, but please contact us if you encounter problems. Cookies and javascript must be enabled in your browser

- You must enter all required information and upload your application materials as specified on the application site.
- You may modify your materials until you hit the SUBMIT button (the final step).
- Please note that your c.v. and statement of research interests must be in **PDF** format in order to successfully upload.

When is the deadline to submit my application?

The deadline is 11:59 p.m. Mountain Standard Time on Monday, January 29. After this time, the system automatically closes and will not allow you to begin or edit an application. Make sure that you have all of your application materials prepared with adequate time to complete and submit them before the deadline. Applications that have been initiated but not completed will not be considered.

How do I request my letters of recommendation?

As soon as you submit the email addresses of your recommenders, an email is sent from noreply@myreviewroom.com to the recommenders with instructions for creating an account and uploading their Letter of Recommendation. If they have submitted a letter of recommendation to our site before, they will be able to use their old password or create a new one.

It is your responsibility to ensure that your letters have been submitted by the deadline. The deadline for letters is January 29 – the same deadline as your application. It is important that you communicate directly with your recommenders so that they have sufficient notice to prepare their letter and upload it for you.

Check your application to make sure all letters have been submitted on your behalf. If they have not been submitted, they show as PENDING. You can resend the invitation from your application site if needed.

Can I submit a late application?

We do not accept late applications.

What if I change my e-mail address?

Notify us by email at education@santafe.edu if you change your e-mail address and provide both your old and your new address. It is important that we have a current, valid e-mail address, as this is the only form of communication that we will use.

How are applications processed?

Once the application deadline has passed, each application is reviewed for completeness. A complete application contains all required information and materials as outlined in the application form. Incomplete applications will not be considered for admission to the program. Complete applications are submitted to the review committee for rating. Once all the ratings are complete, the program directors make final decisions regarding admissions. We will contact you by e-mail once these decisions have been made.

How are applications reviewed?

All applications are assigned to three different reviewers. Reviewers read each application file and assign it a rating. The ratings are then standardized, and the program directors review both raw and z-scores for all applicants. Candidates are selected based on a combination of ratings and the makeup of the group of accepted applicants. Decisions regarding admissions are final.

When will I hear about the status of my application?

You will be notified by e-mail regarding the status of your application in March.

Is there a waiting list?

We do keep a waiting list. While we cannot guarantee that an individual who has been placed on the list will have a place in the program, we keep their application active in case of an opening.

What are my chances of being selected to attend the CSSS?

The CSSS is a competitive program. We receive from four to five applications for each position available in the program. As a result, many well-qualified applicants must be turned down. Not being selected for the program does not necessarily reflect poorly on an applicant's academic status or achievements. We always encourage students to reapply if they wish to do so.