CSSS Application FAQs
Frequently Asked Questions

How do I apply?

We ONLY accept applications via the online application site. To initiate your application, click on the "Apply Now" box on the website (santafe.edu/csss). 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. See the website for this year's deadline.

What browsers are supported by the online application?

The application supports recent versions of 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 CV 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 Time of the current year's deadline. The deadline is stated on the website: santafe.edu/csss and on the application.

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. This includes letters from your recommenders. 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@mail.smapply.io'** with instructions for creating an account and uploading their Letter of Recommendation. Let them know about this email so that it does not caught in a spam filter. Letters must be in PDF format.

It is your responsibility to ensure that your letters have been submitted by the deadline. The deadline for letters is 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. We will <u>not</u> notify you if your application is not complete; it is the responsibility of the applicant to ensure all of their materials, including recommendation letters, have been uploaded through the application system. Complete applications are submitted to the review committee for evaluation. Once all application evaluations are complete, we will contact you by e-mail regarding your application status.

How are applications reviewed?
Applications undergo an in-depth review process. Each application is carefully considered for admissions into the program. Nonetheless, the number of applicants far exceed the number of available positions each year so inevitably many talented applicants will not be invited to participate. Decisions regarding admissions are final. Applicants denied admission or waitlisted are welcome to re-apply in subsequent years.

When will I hear about the status of my application?
We hope to notify all applicants by e-mail regarding the status of their application by the end of February.

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 multiple 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. Many students who are accepted have applied more than once.