

# CSSS Application FAQs

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## ***How do I apply?***

We **ONLY** accept applications via the online application site, which opens on **October 1**. To initiate your application, click on the “Begin Your Application” link. 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 23**.

## ***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.

## ***How do I submit my electronic application?***

- You must enter all required information and upload your application materials as specified on the application site. You may modify your materials until the application deadline.
- Please note that your c.v. and statement of research interests must be in PDF format in order to successfully upload.

As soon as you list the email addresses of your recommenders, an e-mail is sent to them from **myreviewroom.com** with a password and instructions for uploading their letters of recommendation. If you submit your application close to the deadline, please extend your recommenders the courtesy of communicating directly with them, so that they have sufficient time to prepare their letters on your behalf. Check your application to make sure all letters have been submitted. If not, you can resend the invitation from your application site.

## ***When is the deadline to submit my application?***

The deadline is 11:59 p.m. Mountain Standard Time on **January 23**. 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?***

SFI, through **myreviewroom.com**, will email requests for letters of recommendation from the individuals that you name in your application form. Please discuss your application with these individuals **WELL IN ADVANCE** of submitting your application. Make sure that they are willing and have the time to submit a letter on your behalf.

It is your responsibility to ensure that your letters have been submitted by the deadline. The deadline for letters is **January 23** – only two weeks after the deadline for applications. Therefore, if you are submitting your application on or near the deadline, it is important that you communicate directly with your recommenders so that they have sufficient notice to prepare their letters.

## ***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](mailto: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 lapsed, 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 make-up 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 six to eight 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.