



# Instructions for Application to the 2017 Notre Dame Physics Summer REU Program

Thank you for your interest in the Notre Dame Physics REU program! The electronic application, accessible via the link at the bottom of these instructions, is administered by the University of Notre Dame Graduate School.

- You must be a physics major and a U.S. citizen or legal resident to apply to the program. If you are an international student, you must have funding from another source or your university. International students should email Dr. Umesh Garg ([garg@nd.edu](mailto:garg@nd.edu)) to explain your funding situation and should apply only if Dr. Garg directs you to submit an application.
- You must complete all questions that have an asterisk.

**Follow these directions carefully! We will only be able to view your application if you fill it in as instructed below.**

1. You will be directed to create an account at the application home page. After you do so, click on *Application for Admission* to begin.
2. Select **Summer 2017** for your application. You will be directed to the instructions page. On the left-hand bar, select *Application Type and Term*.
  - a. For *Applicant Type* select **Departmental Non-Degree**.
  - b. Under *Program Specifics*, select **No** for “Do you plan to attend full time?”  
For *Program Applying To*, select **Physics REU**  
For *Application Term* select **Summer 2017**.
  - c. You may enter one or more advisor names from the list of potential summer 2017 research projects found at <http://physics.nd.edu/research/research-projects-for-reu/>.
  - d. The *Prior Application* section can be left blank.
  - e. The *Multiple Programs* section can be left blank.
3. Fill in the *Personal Information* section, including all contact information, biographical information, and citizenship information. You may skip the final section, *Additional Personal Information*, if you wish.
4. Do not enter any information in the *Test Scores* section. These scores are not needed for this program.
5. In the *Academic History* section enter the colleges or universities you have attended. Select *Add Institution* to enter your current and previous colleges or universities. Transcripts are required. An unofficial copy of your transcript will be accepted and must be uploaded under “*Submit Transcript*” where it says “*Choose File*.”
6. In the *Additional Information* section, answer only the questions with asterisks (\*). You can list Notre Dame as your preferred school and leave the other school sections blank. Skip the *Language* and *Financial Aid* sections.
  - a. For the question, “*Will you be paying your application fee with a fee waiver*” answer **No**. There is no fee to submit an application to the REU program.

7. In the *Recommendations* section, you must add two recommenders by selecting *Add Recommender*. Fill in the required fields for two people who can comment on your educational and professional goals and potential. Two letters of recommendation are required.
  - a. Tell your recommenders that they'll receive an email from the University of Notre Dame Graduate School with a link where they can upload their letter of recommendation.
  - b. The link may also direct them to a list of questions. Please tell your recommenders that answers to those questions are completely optional. We will be quite happy with them just uploading a letter.
  - c. If a recommender has trouble uploading a letter, you may direct them to email it to [ncollins@nd.edu](mailto:ncollins@nd.edu) instead. Nell will attach the letter to your application. Only electronic letters will be accepted.
8. Skip the *Downloadable Forms* section.
9. In the *Uploads* section you will need to upload two documents: (1) a statement of intent and (2) a curriculum vitae.

The statement can cover some or all of the following:

- Why you are interested in an REU program
- Physics related experience (classes, computer training)
- Future (after graduation) plans
- This is a perfect platform for explaining any low grades or problems with grades
- Where you heard about the Notre Dame REU Program and what appeals to you about our program specifically.

These are suggestions. Your statement is your opportunity to provide information about you!

If you have a curriculum vitae or resume, upload it in the *Curriculum Vitae* heading. If you do not have a curriculum vitae or resume you may simply upload a document saying "CV not required." There is no need to upload a writing sample or any additional documents.

10. In the *Signature* section, type your full name.
11. In the *Review* section, make sure all required fields, errors, and potential problems are addressed, and you are satisfied with your application.
12. Last step: Hit *Submit Application* at the bottom of the *Review* section page. Your application will only get to us if you see the "Submission Complete!" screen. You will get a confirmation email. Make sure it says you applied to the Summer 2017 Physics REU.

**Ready to apply?**

Click <https://gradconnect.nd.edu/apply/>