

Undergraduate Research Experience Checklist

The Undergraduate Research Experience application must be completed in one sitting. Please prepare the following items for the online application.

Items to Prepare

- ☐ 1 PDF file containing the following:
 - Current Résumé
 - Unofficial transcripts from each college/university you have attended
- ☐ Edited and final versions of your three short answers
- ☐ Edited and final version of your personal statement
- ☐ Contact information for your recommender (first name, last name, title, e-mail address, and phone number).
Note: Recommender should be a professor or community college counselor

Short Answer Prompts

Please answer the following questions in 150 words or less:

- Please discuss any volunteer activities, class projects, or other research experiences that have prepared you for the Undergraduate Research Experience. Feel free to list any honors, awards, prizes, or recognition that you have received from your college.
- Briefly discuss how you manage your time outside of classes and completing homework. Describe any involvement in extracurricular activities, family responsibilities, work, and/or community service you have done over the past two years
- What are your expectations of the Undergraduate Research Experience? What do you expect from your mentor, your lab mates, and the larger research community? How do you expect to contribute?

Personal Statement

In 500 words or less, your personal statement should describe why you want to participate in the Undergraduate Research Experience, and answer each one of these questions:

- What are your short-term and long-term goals?
- How will this research opportunity help you achieve your goals?
- How has your background led you to pursue these goals?
- What do you hope to accomplish through your participation in the program?

Converting Files to PDF

- Option 1: Print to PDF.
 - Instructions for Windows: <https://www.howtogeek.com/150891/how-to-print-to-pdf-in-windows-4-tips-and-tricks>
 - Instructions for MAC: <http://osxdaily.com/2010/05/21/how-to-print-to-pdf-in-mac-os>
- Option 2: Print out your transcripts and scan them using a printer that allows you to save your scans as PDF.

Merging PDF Files

- Instructions for Adobe Acrobat: <https://acrobat.adobe.com/us/en/acrobat/how-to/merge-combine-pdf-files-online.html>
- Digital Trends article: <https://www.digitaltrends.com/computing/how-to-combine-pdf-files/>