

# Mount Sinai International Exchange

## Application Instructions

Thank you for your interest in the Mount Sinai Global Health Disparities Research Training Program. Before you start the application process, please read this instruction carefully. **Incomplete or late applications and ones that do not meet the instruction requirements will not be considered.**

### APPLICATION DEADLINE

In order for your application to be reviewed, you must submit the required documents by **midnight EST on March 1, 2024**. This includes the online application form as well as letters from recommendation from your references.

Please see below for the list of required documents:

**1. Completed and submitted application form at**

<https://redcap.mountsinai.org/redcap/surveys/?s=RRPAHHECWMTM348T3>

Please ensure that you click “submit” at the end of the application form. When you submit your application, you will see a thank you message on the screen.

**Please make sure that you upload the following documents in your application form.**

**2. Personal Statement**

- Please state how the Mount Sinai International Exchange Program will enhance your career. Please include a description of your current research interests and professional goals after completion of the program.
- Please limit your statement to 500 words, single-spaced, and saved as a PDF file, with your name on top of each page.

**3. Statement of Your Past Research**

- Please provide a brief description of past research project, the dates the research was conducted, and your role and duties.
- Please limit your statement to 500 words, single-spaced, and saved as a PDF file, with your name on top of each page.
- If you have not conducted any research in the past, please create a PDF file that states N/A and upload it in your application form.

**4. Statement on Past Travel Experience**

- Please provide a brief description of your past travel experience, including place(s) traveled; the nature of the visit(s); date(s); and what you learned.
- Please limit your statement to 500 words, single-spaced and saved as a PDF file, with your name on top of each page.
- If you have not traveled internationally, please create a PDF file that states N/A and upload it in your application form.

**5. Copy of transcripts from all college- and university-level educational institutions that you attended.**

- Unofficial transcripts are accepted at the application stage.
- Please save all transcripts as one PDF file.
- Please ensure that your transcripts are eligible, and show the courses you have taken, and cumulative GPA (if applicable).

**6. Two (2) Letters of Recommendation**

- Recommendation letters must be on letterhead, and signed by the reference.
- Please upload the letters on the “Recommendation Letters” section of the application form. Alternatively, the letters can be sent to [itpapplications@mssm.edu](mailto:itpapplications@mssm.edu).
- Letters of recommendation must be received before **March 1, 2023, midnight EST**. No exceptions.

For all inquiries, please send an email to [itpapplications@mssm.edu](mailto:itpapplications@mssm.edu). No phone calls, please.