

## Latino Museum Studies Program Application Checklist

Application is available through the Smithsonian's Online Academic Appointment System (SOLAA)

<https://solaa.si.edu/solaa/#/public>

**\*\*Do not register your name in SOLAA using all caps or exclusively lower case\*\***

As part of the application, you will need to prepare the following materials:

- Personal Statement/Essay (PDF) – (Include final word count after each essay)
  - Part 1:  
Describe your interest in participating in the Latino Museum Studies Program and what you expect to accomplish by participating in the program. Clearly explain how this experience will benefit your career and how the program is relevant to your coursework and/or area(s) of study. (up to 1,500 words)
  - Part 2:  
Include a statement indicating your top three choices for a practicum (by project name and number). Clearly explain why these practicums are of interest to you and how they will benefit your area(s) of study. Please ensure each practicum selection is supported by at least two paragraphs. (up to 1,500 words)
  - A complete list of practicums can be downloaded on the [LMSP Website](#) under “Application Process”.
- Resume/Curriculum Vitae (PDF)
  - Please include a copy of your resume/CV (no more than 2 pages).
- Transcripts (PDF)
  - Unofficial transcripts are acceptable. If transcripts and/or other materials are not in English, provide translations. Please ensure your transcripts are not in secure format are in PDF format (no images).
- Letter of Recommendation (2) (PDF)
  - When filling out contact information on SOLAA, please ensure you select “**send**” to prompt email to individual. Make sure your references submit their letters as PDFs.

- **It is your responsibility to follow up with your references on submission of recommendation letters. Failure to submit letters of recommendations in application package will unfortunately result in incomplete submission.**

Reminders:

- **PLEASE SUBMIT ALL DOCUMENTS AS PDFs**
- Clearly label each practicum choice in second part of essay
- Include final word count on both required essays.

Other information for SOLAA application

- Cycle = "Summer"
- Program Year = "2019".
- In "Travel To and From For Appointment," enter the city *from* which you will be traveling.
- For "traveling to", please type Washington D.C.