



Smithsonian Latino Center

2012 Young Ambassadors Program (YAP) How to Apply Instructions

APPLICATION INSTRUCTIONS

1. In order to apply to the program you must meet the following requirements:
 - Be a citizen or legal permanent resident of the United States with a valid Social Security Number
 - Be a graduating high school senior by spring 2012 and be scheduled to begin classes at a higher education institution by fall 2012
 - Be fluent in the English language
 - Commit to the summer of 2012 to participate in a one-week training seminar at the Smithsonian Institution in Washington D.C. and complete a four-week summer internship at one of the available sites
2. If you meet the requirements above you should proceed to create a Smithsonian Online Academic Appointment system (SOLAA) account found on the Smithsonian website. Please go to <http://solaa.si.edu> or by linking to the site from <http://latino.si.edu/programs/youngambassadors.htm>.
3. Register with a username and password; please be sure to save this information. **For technical assistance with the application (i.e. lost password, trouble uploading documents, etc.) please contact the Smithsonian OCIO Help Desk at 202.633.4000 or OCIOHelpDesk@si.edu.**
4. Search for the **Smithsonian Latino Center 2012 Young Ambassadors Program**.
5. Complete and submit your application for the 2012 YAP with all its materials. These application materials include your academic transcript, updated resume, all four written statements and two letters of recommendation.
6. **Please Note: The application does not recognize special characters or accent marks. Please do not use when filling out the application.**
7. The two letters of recommendation must be submitted by the recommender directly to the Smithsonian Latino Center via the SOLAA system or by email to SLCEducation@si.edu. Each letter should address the applicant's academic (discipline) excellence, leadership qualities, intellectual curiosity, community service, and goal setting abilities.
8. Send any materials that cannot be uploaded to the online application to the Smithsonian Latino Center, the address can be found in the application guidelines. Materials received after the deadline will not be considered by the selection committee.
9. All application materials should be submitted by April 9th 2012. These must be submitted electronically and those that cannot be uploaded online for submission must be mailed to the Smithsonian Latino Center by the deadline date by FEDEX or UPS (Do Not Use Regular Mail). Applicants will be notified of their application outcome by mid-May. Please read Application Guidelines for the YAP address and specific timeline.

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