

Latino Museum Studies Program

Application Checklist

The Latino Museum Studies Program application is available through the Smithsonian's Online Academic Appointment System (SOLAA) at:

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

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

As part of the application, you will need to prepare the following materials and submit them to the SOLAA portal as PDF files:

- 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 from the [LMSP Website](#) under “Application Process”.
- Resume/Curriculum Vitae (PDF)
 - Please include a copy of your resume/CV (no more than 2 pages).
- Undergraduate and Graduate 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. It is recommended you download file, save as PDF, and upload to SOLAA. Image scans are not accepted.**
- Letter of Recommendation (2) (PDF)
 - Letters of recommendation are due at the same time as the application.
 - When filling out contact information on SOLAA, you **MUST** select “**send**” to prompt an email to the individual recommender. Make sure your references submit their letters in .pdf format.
 - **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 an incomplete submission.**

Reminders:

- **PLEASE SUBMIT ALL DOCUMENTS IN PDF FORMAT**
- Do not register your name in SOLAA using all caps or exclusively lower-case letters
- Clearly label each practicum choice in the second part of essay
- Include final word count on both required essays
- Verify transcripts are not in secure format
- Follow up with individuals submitting letters of recommendations to ensure that they received email prompt from SOLAA, submit letter before deadline, upload letter as PDF.
- Please answer all questions in SOLAA application portal.

Other information for SOLAA application

You must complete your application with the following information:

- Cycle = "*Summer*"
- Program Year = "*2020*".
- Travel To and From For Appointment = enter the city *from* which you will be traveling on July 4, 2020.
- For "traveling to"= enter "*Washington D.C.*"

Failure to include the information above may result in your application not being found in the SOLAA system for the 2020 Summer Program.

More information can be found on the [LMSP Website](#) including a frequently asked questions (FAQ) document.