NATIONAL MUSEUM of the AMERICAN LATINO

Smithsonian

LATINO MUSEUM STUDIES PROGRAM- GRADUATE FELLOWSHIP

Application Checklist

The program application is available through the **Smithsonian's Online Academic Appointment System** (SOLAA):

1. Create a SOLAA account if you don't already have one at: https://solaa.si.edu/solaa/#/public

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

2. Once you have a SOLAA account, log in to the system and click on "Start Your Application"
3. In the next screen, select the correct program by searching for the following information:
   a. *Program Category*: Select "Fellowships"
   b. *Program Name*: Enter "Latino Museum Studies Program"
   c. *Office/Museum/Research Center*: Select "National Museum of the American Latino"
   d. *Program Status*: Select "Currently Active"
   e. Click Search
4. One of the options that will be provided based on the search criteria above should be the "**Latino Museum Studies Program**." Click on "Apply Now" to begin your application.

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

☐ Personal Statement/Essay (PDF) – (**Include final word count after each essay**)
   o <u>Part 1</u>: 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)

   o <u>Part 2</u>: 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)

   o A complete list of practicums can be downloaded from the LMSP Website.

☐ Resume/Curriculum Vitae (PDF) - (no more than 2 pages).

☐ Undergraduate and Graduate Transcripts (PDF)
   o Unofficial transcripts are acceptable. If transcripts and/or other materials are not in English, provide translations. **Please ensure your transcripts are not password protected files. It is recommended you download file, save as PDF, and upload to SOLAA. Image scans are not accepted.**

☐ Letter of Recommendation (2) (PDF)
   o Letters of recommendation are due at the same time as the application.
   o 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.

When starting your LMSP SOLAA application be sure to select the following information:

- *Cycle*: Select "Summer"
- *Program Year*: Select "2022"
- *Travel To and From For Appointment*: Enter the city *from* which you will be stationed during your appointment
- *Traveling To*: Enter "Washington D.C."

Failure to include the information above may result in your application not being found for processing in the SOLAA system for the 2022 Summer Program.

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 password protected files
- **It is your responsibility to follow up with your references on the submission of your recommendation letters.** Follow up with individuals submitting letters of recommendations to ensure that they received an email prompt from SOLAA, submit letter before deadline, and upload the letter as PDF. Failure to submit letters of recommendations will unfortunately result in an incomplete submission.
- Please answer all questions in the SOLAA application portal.

More information can be found on the LMSP Website including a frequently asked questions (FAQ) document. We encourage you to reach out if you have any questions at lmspinfo@si.edu.