

LATINO MUSEUM STUDIES PROGRAM- SUMMER GRADUATE FELLOWSHIP

Application Checklist

All applicants must apply via the **Smithsonian's Online Academic Appointment System (SOLAA)**:

1. Create a SOLAA account at: <https://solaa.si.edu/solaa/#/public>
****Do not register your name in SOLAA using all caps or exclusively lower-case letters****
2. Once logged in to SOLAA, click on "Start Your Application" (top right of the home page).
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"
4. Click "search" based on the criteria above. You should now see the "**Latino Museum Studies Program.**" Click on "Apply Now" to begin your application.

Prepare the following application materials and submit them through 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](#).
- Resume/Curriculum Vitae (PDF) - (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 password protected files. If you receive a password protected file from your university, download the file, save it as new unprotected PDF, and upload to SOLAA. Image scans and screen shots are not accepted.**
- Letters of Recommendation (2) (PDF)
 - Letters of recommendation are due at the same time as the application.
 - **Important Note**: When filling out contact information for each reference on SOLAA, you must **click "send"** to prompt an email to each recommender with instructions on submitting their letter. Please remind your recommender to 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 "2023"
- *Travel To and From For Appointment:* Enter the city from which you will travel
- *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 2023 Summer Program.

REMINDERS

- PLEASE SUBMIT ALL DOCUMENTS IN PDF FORMAT**
- Do not register your name in SOLAA using all caps or all lower-case letters
- Clearly label each practicum choice in the second part of your essay
- Include final word count on both required essays
- Verify that your transcripts are not password protected files
- Please answer all questions in the SOLAA application portal
- It is your responsibility to follow up with your references on the submission of your recommendation letters.** Ensure that they received an email prompt from SOLAA, that they submit the letter before deadline, and upload the letter as PDF.
- Only complete applications will be considered.

Visit the [LMSP Website](#) for more information, including a frequently asked questions (FAQ) document.

We encourage you to reach out with your questions at lmspinfo@si.edu.