

## FAQs for Applicants to the AMNH Postdoctoral Fellowships Program

### APPLICATION SUBMISSION

#### **The internet links in the instructions do not open. What should I do?**

Copy and paste the link that does not open to a new web browser and press Enter.

#### **I filled in my application but I cannot access or upload my documents. What should I do?**

You will not be able to upload documents until you submit the completed online application form at Step 8. If you submit the application at Step 8 and still cannot upload your documents, contact us at [assistantdirector-rggs@amnh.org](mailto:assistantdirector-rggs@amnh.org).

#### **I received an email message that I am a “duplicate.” What does that mean and what should I do?**

That means your name appears in our system as someone who applied previously to a program at the Richard Gilder Graduate School. We will clear your record and notify you within 1-2 days that this is done. You will then be able to continue with your application.

#### **Do I need to submit a separate abstract?**

Yes, prepare an abstract, clearly titled, on a page and upload it as one pdf document with your project description.

#### **What should I upload under Kade Transcript?**

You may upload your CV (Curriculum Vitae) there.

#### **My research interest is not related to any of the Museum’s scientific divisions. Can I still apply?**

Your research must be related to at least one of the Museum’s scientific divisions in order to apply.

### ELIGIBILITY

#### **Must I have completed my Ph.D. before I apply?**

No, but you should be engaged in full time research and enrolled in a Master’s or Ph.D. program at a university or institute.

### VISAS

#### **I am a student in Germany and France and am not a U.S. citizen. What visa can I apply for to come to the Museum for the Kade Fellowship?**

The Museum will sponsor the J-1 visa to cover your stay. You may not come to the Museum on a B or H1B visa for this Fellowship.

**I am an international student studying for my Ph.D. in the USA on an F-1 visa. Can I use my F-1 visa or OPT for the Kade Fellowship?**

Please contact your home institution to find out if you can be authorized to use the F-1 visa for this Fellowship.

**What level of English language proficiency is required for the Kade Fellowship and for the visa?**

The US State Department requires that we certify that all of our J-1 Exchange Visitors possess sufficient proficiency in the English language to function on a “day-to-day basis” in the U.S. When you initiate the J visa application with the Museum, we will work with you to certify to your proficiency.

**LETTERS OF RECOMMENDATION**

**My reference is away and cannot submit the letter of recommendation by the deadline. What should I do?**

We must have your letters of recommendation by November 10 at the latest. If your recommender cannot make that deadline, chose another recommender to write on your behalf.

**Can I have an AMNH curator write a letter of recommendation for me?**

Yes, one letter must come from the AMNH curatorial staff and the other letter should come from recommender from French/German Institution.

**Can I submit a third letter of recommendation?**

No.

**Did you receive my letters of recommendation?**

You can return to the online application document center, scroll down to document name where you will see if your letters have been received, however, you will not be able to view them.

**NEXT STEPS**

**I submitted my application; how and when will I hear back?**

Candidates who are selected are generally contacted by email by **December 30<sup>th</sup>**.