

## **FAQs for Applicants to the AMNH Gerstner Scholars in Bioinformatics & Computational Biology 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 be automatically alerted to the duplication, clear your record, and notify you within 1-2 days that this is done. You will then be able to continue with your application.

#### **I'm interested in bioinformatics or computational biology. Can I apply for a regular AMNH Postdoctoral Fellowship (with eligibility for the other kind of Gerstner Scholar appointment) or must I apply only for the Gerstner Scholars in Bioinformatics and Computational Postdoctoral Fellowship?**

If you meet the minimum requirements for the Gerstner Scholars in Bioinformatics and Computational Postdoctoral Fellowship and want that to be the focus of your research, we encourage you to apply for that program. The Museum's regular RGGGS Postdoctoral Fellowships may be less applicable to your interests; they are related to one or more of the Museum's scientific divisions and require a specific curatorial faculty sponsor. Nonetheless you may apply for both programs, and you will be automatically considered for relevant funding sources. Note that you must apply separately to each program, and observe the respective application requirements, forms and deadlines.

### ELIGIBILITY

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

No, but you will have to have successfully completed your Ph.D. and deposited your dissertation before you can start working on as an AMNH Postdoctoral Fellow.

## VISAS

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

AMNH can allow Postdoctoral Fellows to use their OPT and then apply for the OPT-STEM extension in some – but not all – cases. If you are offered a fellowship we will help ascertain your eligibility for an OPT-STEM extension. If your request cannot be accommodated, you will be required to apply for the J-1 visa.

### **Can I apply for the H-1B visa?**

No, that is not an option for AMNH Postdoctoral Fellows.

### **I am in the USA and have applied for a green card but do not have it yet. What should I do?**

You may still apply for the AMNH Postdoctoral Fellowship, and if one is offered to you, you will work closely with the Museum to coordinate your visa status. All international fellows must obtain a valid U.S. visa or permanent resident status prior to employment.

## 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 submitted by **November 5** at the latest. If your recommender cannot make that deadline, you will need to arrange for another recommender to write on your behalf.

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

No, letters must come from faculty or other experts beyond the AMNH curatorial staff.

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

No

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

Recommendation letters must be sent directly by the reference letter writers to [Gerstnerbioinfopostdoc@amnh.org](mailto:Gerstnerbioinfopostdoc@amnh.org). You will receive an email when your application –including all letters of recommendation--is complete. We do not provide notification of incomplete applications.

## NEXT STEPS

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

Finalists will be contacted for an interview (by Skype) and all candidates will be notified of their status when the process is completed.