

FAQs for Applicants to the AMNH Research Experience for Undergraduates Program (REU)

APPLICATION SUBMISSION

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

Copy and paste the link 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.

I uploaded my document in Word format by mistake, what should I do?

Please be sure to upload *ALL documents in PDF format* as instructed in the guidelines. If you need to change the format contact 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 informed of this automatically and staff 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.

What additional documents can I submit in the “Supporting Documents” section?

We will accept any documents that you think will support your application (e.g., resume, publications); however, please do not submit letters of recommendation.

Are letters of recommendation required?

No, only reference contact information is required. If you are admitted to the program, your references will be contacted.

I’m not interested in the REU projects listed. Can I bring my own project?

No, you must select from the projects displayed on the website. You cannot work on any other project.

I am unable to obtain an official transcript at this time, can I upload an “unofficial” transcript?

Yes, download a copy of your transcript from your institution’s website. Remember to convert it to PDF format and upload it in a single file with your other documents, to the document center.

ELIGIBILITY

I am an international student, can I apply?

All students in the program must be U.S. citizens, U.S. nationals or permanent residents of the U.S.

I am a senior and will be graduating in June, can I apply?

No, students must be entering or continuing in an Associates or Baccalaureate degree program following their summer internship; you must have at least one more semester remaining in college to complete your undergraduate degree after the summer.

I applied last year, but was not selected. Can I apply again this year?

Yes.

I am in a community college, can I apply?

As part of the National Science Foundation's commitment to broadening participation in STEM fields, we especially encourage students who come from community colleges, undergraduate-only institutions, and minority-serving institutions to apply.

BENEFITS

What does this internship cover?

Students receive a \$6000 traineeship stipend, reimbursement for relocation expenses, transportation subsidies, and a per diem (by day) allowance for meals. Housing is made available to all REU interns at nearby universities or housing facilities.

How will I be reimbursed for my relocation expenses?

You must submit the original receipts to AMNH in order to be reimbursed. You will receive the necessary instructions when you arrive.

If I do not use the housing provided by AMNH, will I receive payment in that amount instead?

No.

Can I get college credit for this?

You must discuss this with your college. If they agree to award credit, at the end of the program, we can give them written confirmation that you completed the internship, but we cannot assign a grade or produce a transcript.

NEXT STEPS

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

The final decisions are made in March. Applicants will be informed in mid to late March (by phone or email).

How can I confirm that you have received my documents?

Return to the online application document center and click on “view previously submitted documents” on the right hand corner to see which documents have been received and which are still outstanding.