



HARVARD

Global Health Institute

DGHI, SURGH, & I-SURGH Internships Application Instructions

Deadline: Wednesday, January 31st 2018 at midnight

IMPORTANT NOTES before you begin:

- **You should enter your recommender in [CARAT](#) before starting any other application materials.** Ask your recommender in advance, and complete the Reference part of CARAT as soon as possible so that your recommender has all the instructions for submitting the letter, which is due by the application deadline. If you are applying to more than one site, you may use the same letter for multiple applications, but please send a reference request **for each site** because the letter will need to be uploaded for each of your applications.
- Please be aware that by submitting an application, you are consenting to having your application materials, which include your transcript and Harvard University ID number, shared with the organization hosting the internship to which you have applied.

How to Apply:

1. Visit the [Centralized Application for Research and Travel \(CARAT\)](#) site and find the correct application:

- If you are applying for an HGHI internship, you can find the application under: **Harvard Global Health Institute (SURGH, I-SURGH, & DGHI)**.
- If you are applying to an internship that is co-sponsored with the **Institute of Politics**, there is a separate application in CARAT: **Harvard Global Health Institute & Institute of Politics Co-Sponsored Internships**. Please make sure to submit your application here if you are applying to an internship that is co-sponsored with the IOP. If you are unsure, this information is available in the position description. HGHI-IOP co-sponsored internships will be accepted until **February 4th**.

2. Complete all of the required fields in CARAT.

3. Provide one reference:

In CARAT, you will be asked to indicate one recommender. It is best to ask someone who knows you well and can comment about your performance in a context similar to the internship or research placement you are seeking, therefore:

If you are applying to a SURGH or I-SURGH position, your letter of recommendation should be from a Harvard affiliate (Faculty, TF, Proctor/Tutor, RD, etc.) who can comment on your academic initiative, interests, and competencies.

If you are applying for a DGHI position, your recommendation should be from someone who knows you in a professional capacity and who can comment in detail about the positive skills and traits you possess.

Do not submit a reference from a family member. Below are instructions on how to enter a reference request, and additional instructions are also available directly in CARAT:

- If your recommender is a Harvard affiliate, search for them by their last name, and their information will auto-populate when you click “enter.” If your recommender is outside of Harvard, manually completed the name, title, and email fields.
- Once your recommender’s information is entered, click the “Send reference request” button that appears.
- CARAT will send an email request to your recommender with a URL link, which will bring them to a page in CARAT where they may upload a PDF letter of reference. The deadline for the letter is the same as the application deadline.

4. Upload the following three documents in PDF format:

A. Personal Statement (500 word max)

This is your cover letter, so please articulate why you want this position, how this experience will enhance your learning, and the ways you see it connecting to your future goals. Be specific! This should include details about the skills you’ll bring to this specific position and include examples from relevant experiences. This should not be a narrative essay or academic paper. Some organizations ask that you address specific topics in your personal statement, so please make sure to check the position description for any specific application instructions.

Please address your statement to the “Selection Committee” and include a heading in the following format at the top:

- First and Last name & Graduation Year
- Concentration & Secondary Field, if applicable
- The name of the organization or lab to which you are applying

B. Resume (1-2 pages)

C. Unofficial transcript

Obtain a copy of your latest online unofficial transcript (NOT the S-REC), including your fall course grades. To access your unofficial transcript:

- Login to my.harvard.edu.
- Select Student Home at the top of the page.

- Under Grades, select Current Level, and then select View Unofficial Transcript.
- In the Academic Institution drop down menu, select Harvard University.
- In the Report Type drop down menu, select Harvard College.
- Click View Report.
- Your Unofficial Transcript should open. (If you have a pop-up blocker, you may have to disable it to allow this page to open.)
- Download and save in pdf format.

5. Submit!

Selection Process and Timeline:

1. Each application is read by an HGHI committee that makes the first round of decisions and narrows the pool to the top candidates. Generally there are about 5 finalists for each internship. Applications are evaluated based on your:
 - a. Personal statement and whether you make a convincing argument for why the internship is a good fit;
 - b. Resume and whether you demonstrate that you have the experience to complete the tasks of the internship;
 - c. Transcript and the connection between your coursework and the skills needed by the organization;
 - d. Letter of recommendation.

2. All applicants will be notified in mid-February if they are a finalist or not.

3. Once finalists are selected, the host organization will review applications and decide who they want to contact for in-person or phone-based interviews. Interviews occur between late February and early March.

Note on interviews: Each organization has their own internal selection process, which means you may not be called for an interview, even if you are a finalist. It also means that some organizations will contact you faster than others, so don't worry if you don't hear from organizations at the same time as other applicants.

4. HGHI will make offers via email beginning in early March, and students will have three days to accept or decline the position.

Note on acceptance timeline: We understand that 3 days is not a lot of time to make a decision, especially if you are waiting to hear about other offers. As much as we would like to be able to give everyone more time, we cannot allow individuals to hold an offer for an extended period of time, as this is not fair to the other students who are also waiting to hear about the same position. If this situation arises for you, please let us know if there is any additional information we can provide that will make your decision easier, and we will do our best to help.

5. Students who do not receive offers will be notified on a rolling basis as decisions are made. All applicants should hear results by mid April at the latest.

Note on Offers: If you are a finalist for multiple internships, once you accept a position, you will be automatically withdrawn from consideration for other internships.

6. Once a student has accepted a position, they should begin working on the pre-departure requirements immediately to ensure they meet the deadlines to receive funding.
7. A mandatory pre-departure orientation will be held in April.

If you have questions, please see these [FAQs](#); you can also contact [Emily Maguire](#). For help with your cover letter and resume, please refer to [these resources](#) from OCS.