



Research & Internships Application Instructions

1. Visit the [Centralized Application for Research and Travel \(CARAT\)](#) site and find the **Harvard Global Health Institute (Research & Internships)** funding source.
2. Complete all of the required fields in CARAT.
3. Upload the following four 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.

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 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.

D. References

Due to the pandemic this year, a letter of recommendation will NOT be required to apply for HGHI's 2021 Summer Research and Internships. Instead you must provide **two references**, who may be contacted during the internship selection process to comment on your candidacy. Please upload a document containing both of the following:

1. **One academic reference:** This should be from a faculty member, TF, Proctor/Tutor, RD, etc. who can comment on your academic initiative, interests, and competencies.
2. **One professional reference:** This should be someone who knows you in a professional capacity and who can comment in detail about the positive skills and traits you possess.

For each reference, you MUST provide the following information:

- Recommender's Name
- Recommender's Position and Title, if relevant
- Recommender's Email Address (this should be their professional address, whenever possible, versus a gmail or other free address)
- Recommender's Telephone Number
- 1-2 sentences about the capacity in which you know your recommender.

Please notify your references that they may be contacted in February or March by our internship host organizations regarding your candidacy. If you would like to provide additional references, you are welcome to do so, though we do not recommend exceeding four.

4. Submit!

Selection Process and Timeline:

1. Each application is read by a committee at HGHI 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 at the end of 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 in March. There is a short turn-around time for interviews, so **if you are selected as a finalist, it's important that you respond to interview requests quickly.**

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 mid-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 the end of April.

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 program requirements immediately to ensure they meet the deadlines to receive funding.

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.