Thank you for your interest in the 2023 Graduate Student Epidemiology Program (GSEP)! Please follow these instructions to complete and submit your application. If you have any questions or difficulties completing the application or would prefer to complete your application via phone, please email Mikayla Frye (mfrye@amchp.org).

1. Go to https://tinyurl.com/GSEPSStudentApply and select “Sign Up” to create an account.

2. First, you will need to create a student profile. Select “Create a Profile to Get Started.”

To preview the fields you will need to complete for the student profile, please refer to our website.
3. At any time, you can go back and update your student profile by selecting “Edit.”

Once you’ve created a profile, you will now be able to complete the student application. Both new and returning GSEP applicants will need to select “+ Get Started” to complete the application.

4. There are two pieces/steps to the student application.

First, you need to complete the student application questions. You can preview these questions [here](#). Select “Open” in the Student Application row to complete these questions.

Second, you will need to request one letter of recommendation. Select “Open” in the “Letter of Recommendation” row to request your letter of recommendation. For more information about the letter of recommendation, please refer to the letter of recommendation guidance on the [GSEP website](#).
5. When completing the student application, you will have the option to “Save Draft” to return later to complete the application. When you are ready to submit this step, please click the blue “Mark Complete” button.

Once you have saved your application, this step will show as “Complete” as indicated in the image to the right. At this stage, you can still make edits to your application.

6. To request your letter of recommendation, please select “+ New Request.”

You will then need to add the name and e-mail address of your recommender. Clicking “Send” will send an email to your recommender with a link where they can upload their letter of recommendation.

Please refer to this resource that you can share with your recommender about the steps to submit their letter of recommendation.
7. Once you have requested your letter of recommendation, you will be able to see whether your recommender uploaded their letter. You can send a reminder email to your recommender once every 24 hours by selecting “Remind.”

Once your recommender has uploaded their letter of recommendation, it will show as completed (as in the second image on the right). **Your recommender must upload their letter of recommendation by the application deadline of February 22, 2023 at 11:59pm ET in order for you to be able to submit your application.**
8. **You will not be able to submit your application until your recommender has uploaded their letter of recommendation.** Only once you have completed the student application AND your recommender has uploaded their letter of recommendation will you be able to submit your application.

You must submit your application via the green “Submit” button for your application to be considered. After submitting your application, you will no longer be able to make any edits.

You must submit your application before **11:59pm EST on February 22, 2023** in order for your application to be considered.