ASSOCIATION OF MATERNAL & CHILD HEALTH PROGRAMS

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/GSEPStudentApply 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.	

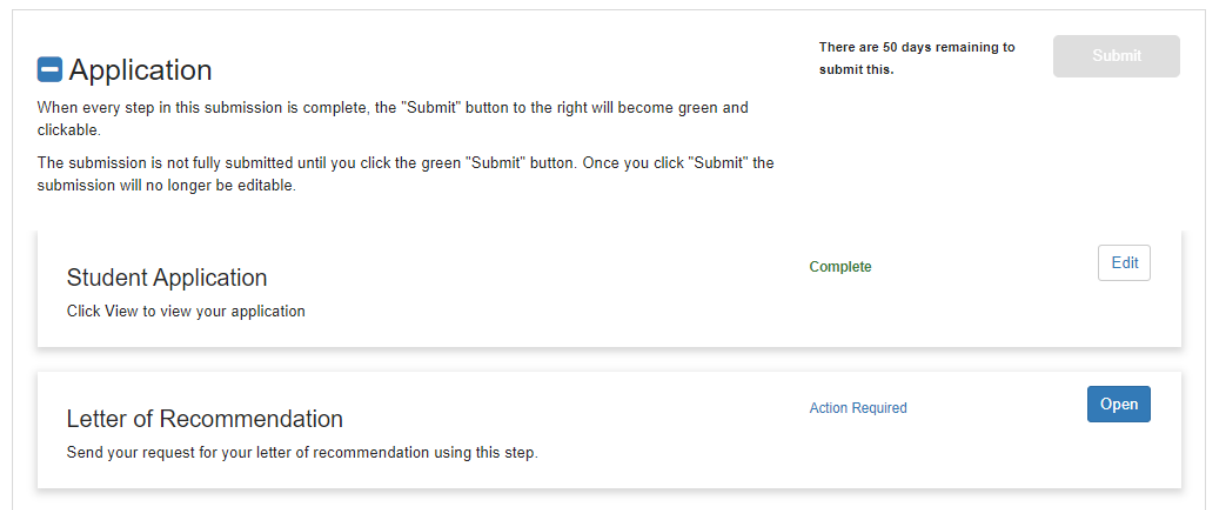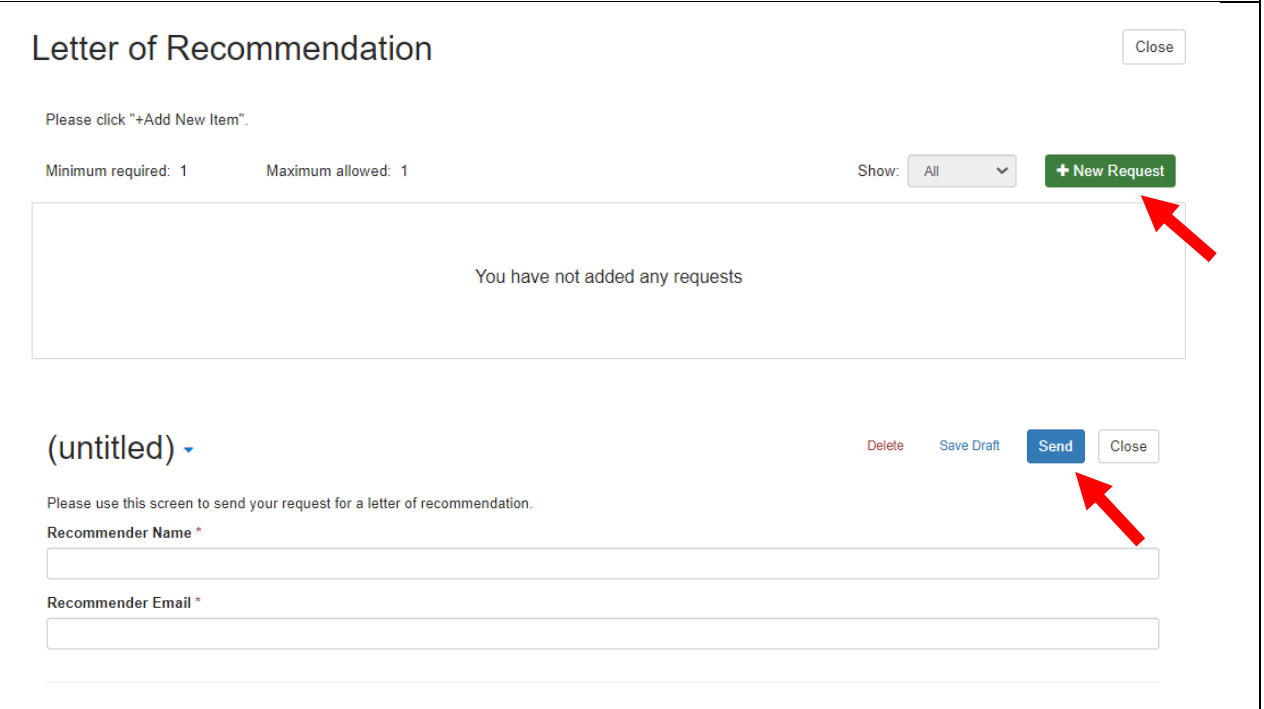|	
3. At any time, you can go back and update your student profile by selecting "Edit." Once you've created a profile, you will now be able to complete the student application. Both new and returning GSEP applicants will need to select "+ Get Started" to complete the application.	**AMCHP** Homepage Welcome⬛⬛⬛ ⚙ Please click "+Create a Profile to Get Started" to begin. You can always edit your Profile by clicking "Edit". You cannot move forward until you have completed your Profile. Profile Complete [Edit] To begin, click "+Get Started" below. When you return to this Homepage, you can see the status of your submission by the colored status bar below the submission card. • If the status bar is gray, your submission is under review, and no action needs to be taken. • If the status bar is blue, there is an action required. Click on the Submission Card to complete. • If the status bar is red, there is an error. Please reach out to the Administrator of this program. **+** Get Started
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.	Order by: [Newest to Oldest ▾] ⬛⬛⬛ **☐ Application** There are 50 days remaining to submit this. [Submit] When every step in this submission is complete, the "Submit" button to the right will become green and clickable. The submission is not fully submitted until you click the green "Submit" button. Once you click "Submit" the submission will no longer be editable. Student Application Action Required [Open] Click View to view your application Letter of Recommendation Action Required [Open] Send your request for your letter of recommendation using this step.

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.

□ Application

There are 50 days remaining to submit this.

Submit

When every step in this submission is complete, the "Submit" button to the right will become green and clickable.

The submission is not fully submitted until you click the green "Submit" button. Once you click "Submit" the submission will no longer be editable.

Student Application
Click View to view your application

Complete   Edit

Letter of Recommendation
Send your request for your letter of recommendation using this step.

Action Required   Open

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.

Letter of Recommendation   Close

Please click "+Add New Item".

Minimum required: 1   Maximum allowed: 1   Show: All   + New Request

You have not added any requests

(untitled) ▾   Delete   Save Draft   Send   Close

Please use this screen to send your request for a letter of recommendation.

Recommender Name *

Recommender Email *

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.**

Letter of Recommendation

Close

Please click "+Add New Item".

The minimum required requests have been sent. Please check back to ensure they have been completed.

Minimum required: 1   Maximum allowed: 1   Show: All   + New Request

Sent 01/13/2022 08:53am EST   Remind   View   Delete

Letter of Recommendation

Close

Please click "+Add New Item".

The minimum required requests have been sent. Please check back to ensure they have been completed.

Minimum required: 1   Maximum allowed: 1   Show: All   + New Request

⊘ Completed 01/13/2022 09:04am EST

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.