

This is a “cheat sheet” for use by applicants in completion of the online application for admission into the “Summer Undergraduate Research Program.” You may wish to print this for use as you complete the application. Please read and follow these guidelines carefully.

This is intended to simplify and speed up the process for you, as well as helping ensure that your application is completed accurately and completely to the satisfaction of those who are making the decisions regarding which applicants should be selected for this program. There are three required fields, but you really should consider that all fields (except for “ethnicity”) are required fields, and it is very important that fields requiring multiple items of data be completely filled in, that all requested information is included.

Please be aware that you can scroll through the entire application without submitting it just to get a feel for what it is like.

Now to the form for suggestions and explanations, field by field:

Name – this is a required field, & please enter it as LastName, FirstName, then Middle Initial, in that order . . . for example, “Doe, John D.”

Email – your primary address, and multiple addresses can be entered (in which case limit to 3) – show each on a separate line if multiple addresses are entered, and in such case please show your primary one first.

Your Permanent Address – street, city, state, zip with Apt number if appropriate, with line breaks just as you would have your address appear on a card or envelope.

Your local address – same guidance as for item immediately above, and enter your current local address . . . if same as above just enter “same as above”

Birth Date – this is a required field, is needed by the selection committee to obtain important data regarding your academic records. Also very important that you enter the date as MM/DD/YYYY, as for example, 12/27/1997 or 3/12/1998 or 03/12/1998

Gender – check the appropriate box

Are you a U.S. citizen? – again, simply check the appropriate box

Ethnic Identity – optional field (check the appropriate box)

Will you require housing at DSU for the summer – optionally for the DSU location (Dover) only, subsidized housing can be provided for you during the program... should you check Yes

and are accepted into the program, you can of course expect further communications on this subject.

Current institution attended – simply check a box

Expected graduation date – please enter as MM/YYYY, as for example, 05/2017 or 5/2017

Major – for example, biology, mathematics, electrical engineering, etc

Cumulative GPA – enter your cumulative GPA as a number (with decimal to 2 places)

Class – check appropriate box

Ultimate level of degree desired – check the appropriate box

Academic Award & Honors – we suggest that the text for entry into this box be written first in a word processor then copied/pasted into the text box. For your viewing convenience, you may wish to use the handle at bottom right of the text box and drag its width to its maximum. Also, the length of this item is important – please try to limit the size of this entry to around 400 words maximum – the selection committee will appreciate your brevity.

Activities, Accomplishments, and Career-Related Experiences – similar to the item immediately above. The selection committee will also appreciate your keeping this entry to a maximum of around 400 words, and separate generation of this text for copy & paste is recommended.

Two references or “recommenders” for the two subsequent text boxes – Please be sure to include all requested information for each recommender, especially the contact phone and email address. Requested information includes first & last name, professional title & department as appropriate, institution, and institution city & state. Again you may find it convenient to prepare this information prior to entry of application form data for copying and pasting, and it may help if you expand this text box.

Emergency Contact – check the appropriate box

Provide details for emergency contact – first & last name, street address – city – state – zip, all phone numbers & indicate home-cell-work as appropriate for each phone number listed . . . and as before, copy/paste may be convenient, as may resizing the text box.

If selected for the program, lab location preference – check the appropriate box

File attachments – self-explanatory . . . one file for each of the two attachment locations is appropriate... each file location will accept multiple file types as you may prefer, including

Word (doc & docx), Adobe Acrobat (pdf), text (txt & rtf), and several more. The entire application will be sent to the selection committee with a maximum of two file attachments, and both the file attachments will be identified with this entry.

CAPTCHA code entry – The CAPTCHA code is to discourage spammers and robots, obviously, but a couple of items to note . . . the captcha code is not case sensitive. If you cannot clearly read the code then click on the icon immediately below the speaker to generate another code, and you can do this as many times as may be needed. (*NOTE: you could click on the Flash icon to have your device speak the code but Flash must be turned ON for this to happen – and Flash is by default turned off on browsers including smartphone browsers.*) Should you get an error message for either the incorrect code or for not completing one of the three required fields and you are redirected to an error page, your entries on the form will remain as you originally entered, but when you return to the form it is suggested that you refresh the captcha code before entering it and submitting again.

And finally, upon successful submission of the application form, you will be redirected automatically to a “success” page, with navigation options from that page.

In the event of problems with the form or the application process, please contact Shonda Poe at DSU (302-857-6546) or via email at spoe@desu.edu . . . and thank you for your interest!

(This document opened in a new tab, so you can simply close the tab to return.)