

## RECOMMENDED STEPS FOR APPLYING FOR THE LSAMP-BD FELLOWSHIP

1. Download a copy of the LSAMP-BD application (both PDF and Word versions are available) and the LSAMP BD flyer from the following website when they become available in January, 2016: <http://www.calstatela.edu/lisamp>. The cover page to the application will contain all of the links to the various STEM graduate school majors at Cal State LA and specific graduate school application deadlines.
2. Before you begin completing the LSAMP-BD application, visit the department website for the STEM major at Cal State LA that you are interested in pursuing. It is critical that you first identify an MS program in which you would want to spend two years doing research, and determine how it might help you achieve your PhD goals. Review all of the online materials about that department and its faculty to ensure that the department offers what you need for successful MS completion within the two years of funding.
3. On each STEM department homepage there is a link to faculty members in that department and usually a brief description of their research projects. **Note:** not all webpages are up to date with all of the new faculty members listed, so contact the Department Office for updates on new faculty members. Identify 3-4 faculty members, who are doing research in areas that interest you. Also note that there are many faculty members at Cal State LA who have interdisciplinary research projects and are looking for students from other departments to join their research group. For example, mathematics is the language of all STEM majors, and so it is possible that a student applicant, who is interested in applied mathematics, may end up choosing a faculty research mentor in a STEM discipline other than mathematics.
4. Contact the faculty members, whose research interests you, to determine if they are interested in accepting new students into their research group. Be certain to mention that you are applying for the 2-year LSAMP-BD fellowship (which will run August 1, 2016 through July 31, 2018, assuming NSF funding of the proposal). It is critical that each LSAMP-BD applicant identify specific faculty members with whom they can complete a MS thesis. Completion of a thesis is a requirement of all LSAMP-BD fellows even if it is not a requirement for your department of interest.
5. Now that you have identified a major department and at least one faculty member who could serve as your faculty research mentor and thesis advisor for your Master of Science degree, it time to apply to graduate school at Cal State LA. Go to the CSU mentor website listed on the LSAMP-BD application and flyer forms. The deadline to apply to graduate school for FALL QUARTER, 2016 varies between March 15 and May 1, 2016. This link will take you to the website that has specific STEM department deadlines:

<http://www.calstatela.edu/graduateadmissions/admission-deadlines>

6. Once you complete your Cal State LA graduate school application form via CSU mentor, you will be assigned a Cal State LA campus identification number (Cal State LA CIN), which will be requested on the application form.

7. Next contact your proposed major department for your graduate program and complete the department application form if one is required. Most STEM departments require this additional application form in order to be accepted by the Department. There is also a Graduate Student Faculty Advisor and specific Department Staff who handle the graduate activities for each STEM department. You should be able to find that information on the website or by calling the Department Office. ***Make sure you have applied to the appropriate STEM graduate program BEFORE you submit your LSAMP-BD application – applications without the Cal State LA CIN will not be considered.***
8. **Next register for the GRE General Test as early as possible.** There are numerous dates to take the computerized version of this test. In order to complete the LSAMP-BD application form, you must record your GRE general test scores on the application and you must download and submit a copy of the test scores to the address indicated on the LSAMP-BD application form. The GRE scores are NOT used as selection criteria, but are critical in helping us develop the proper advisement tools necessary for improvement of GRE performance. ***Applications without a computer copy of your GRE general test scores will not be considered.***
9. Now it is time to complete the LSAMP-BD application. The deadline for the LSAMP-BD application and all components including all transcripts (see check list available when application is released) and GRE General Test scores is May 13, 2016. ALL QUESTIONS and additional required materials must be answered and submitted for your application to be considered complete. **Initial transcripts do NOT have to be official transcripts.**
10. Be certain to give the LSAMP Coordinator Confirmation form (available in PDF or Word format) to the LSAMP coordinator on your campus when it becomes available. The form will be available in the same place as the LSAMP-BD application. You should type your name on the form on line labelled (name of student applicant for LSAMP-BD) and then email the form to your campus coordinator for the undergraduate LSAMP program. The Coordinator Confirmation form deadline is also May 13, 2016.
11. For the three letters of recommendation, make sure you provide to the faculty members, who you are requesting letters of recommendation, the LSAMP-BD Recommendation form (available in both PDF and Word format), also available on the website. Letters submitted without the form or letters NOT signed by the person writing the letter are NOT acceptable! Type your name on the top line and email the form to the faculty who you have requested letters of recommendation from. The three letters of recommendation with recommendation form deadline is also May 13, 2016.
12. All LSAMP-BD applicants who submit COMPLETE APPLICATIONS by the deadline will be interviewed in May or June. Final decisions and award letters will be sent out around July 1, 2016.
13. If you are accepted into the program, you will be required to submit an official copy of the transcripts that clearly shows that your undergraduate degree was officially awarded.

Official undergraduate school transcripts with graduation date posted on the transcripts will be due any time before July 31, 2016.

14. Also during the month of July, prior to the BD Orientation meeting in August, 2016 there will be a specific number of things to do in preparation for the start of the program. These include meeting and communicating with your faculty research advisor to develop a poster to present your proposed thesis project at the LSAMP/MORE Retreat in September.
15. If you have questions or require more information, contact Dr. Margaret Jefferson at (323) 343-2059 or [mjeffer@calstatela.edu](mailto:mjeffer@calstatela.edu) or Dr. Katrina Yamazaki at (323) 343-2086 or [kyamaza@calstatela.edu](mailto:kyamaza@calstatela.edu), or you may leave a message with the LSAMP Staff at (323) 343-2095 or [lsamp@calstatela.edu](mailto:lsamp@calstatela.edu).