

PLEASE PRINT THESE PAGES OUT TO USE AS A GUIDE WHILE FILLING OUT THE APPLICATION.

Fellowship Deadline: 11:59 pm EST, March 15, 2019

APPLICATION REQUIREMENTS

Applicant must fill out all parts of the online application and have all of the required documentation sent to our office in order to be considered. The final application should include:

- Completed online student application, including Biographical Information, Academic Information, Work Experience, Short Essay, Recommendation Forms, and Signature sections.
- Three completed online reference forms from people who have worked with you in a supervisory capacity. **Two** should be from **professors/instructors**, giving preference to individuals with whom you have done research.
- Official or unofficial transcripts uploaded directly to your application. Official transcripts **do not** need to be mailed to APS.

SETTING UP YOUR ACCOUNT

In order to apply for the bridge program, you must set up an APS web user account. You may already have an APS ID number if you have attended an APS meeting or are a current or former APS member. Follow the directions below to acquire an APS ID number or use your existing number.

New Applicants

1. Go to <https://secure.aps.org/bridge/>
2. Go to the New Applicants section of the page and click “Create your Account”
3. If you have an APS ID number, enter it in the form on the right of the “Create Account” page and follow the instructions. If you think you might have one, but you don’t remember it, click the “Forgot APS ID” link. Once you have your APS ID number, you can create or use your existing APS web username and password to login to the APS Bridge Program student application.
4. If you do not have an APS ID number, fill out the short form on the left and submit it. You will receive an email with a link to complete the setup.
5. Go back to the login page to login to the APS Bridge Program student application.
6. You will use this username and password to access your application, and any other APS web services.

IMPORTANT: There are several tabs in each section of the application. After entering your information for each tab, you must click the “SAVE” button at the bottom in order to update or save your information. **There is no SUBMIT button.** If you don’t hit **SAVE** at the end of each section, your information will not be saved and will not build your complete application.

APPLICATION FORM

Once you’ve logged into the online application, you will see links to all five parts of the form, the application status section, the link to change your password and the link to log out of the application. Fill out the application in the order of the links on the left navigation so that you do not skip any sections. We also recommend that you fill out the information as completely as possible.

BIOGRAPHICAL INFORMATION

Click on each tab and fill out all of the information. If your current contact information is the same as your permanent information, please check the box that indicates this. Once this section is completed, you may go on to the Academic Information section on the left navigation bar.

ACADEMIC INFORMATION

Fill out the required information and upload unofficial transcripts to your application. Although GRE scores (both general and physics) are not required for application, they are required for all funded students. If you would like to submit your GRE scores now, the Educational Testing Service (ETS) code for sending GRE scores to APS is 0759 – APS Bridge Fellowship Program. GRE scores will not be considered in the application process or forwarded to bridge sites, but will be used by the project for research purposes. The Bridge Program will reimburse any additional ETS fees for sending scores to the project for students who are accepted into the bridge program. Please contact bridgeprogram@aps.org about the reimbursement process.

WORK EXPERIENCE

Upload a resume following the instructions on the page. Your resume should list all post-secondary work experiences you have had, including summer research experiences. Make sure to include the name of the company/institution, location, position held, brief description of role and number of hours worked in a week. A resume can also include awards received, other accomplishments and any extracurricular activities.

SHORT ESSAY

Answer the required short essay questions in four individual statements.

RECOMMENDATION FORMS

Complete the Right of Access tab. This determines whether or not you will have access to the information provided by the recommender. Fill in the required information on each of your three recommenders. Please note, when you hit “save” your recommenders will receive an automatic email guiding them through the online recommendation form. Recommenders will see your response to the Right of Access question.

IMPORTANT: Please check your account status frequently to see which parts of your application are missing.

APPLICATION STATUS

Here you will be given three options:

1. Current Application Status – lets you know if all of the required information was entered into the online form and lists any missing support documents. This will be updated once we receive the documents. You may go back to any section using the side menu to make corrections/additions.
2. Review Application – shows online application on one page so that you may double check that everything is correct. You may go back to any section to fill out or correct any of the information previously entered.
3. Withdraw Application – withdraw your application here if you wish to do so. An e-mail confirmation will be sent to the address you provided. If you have done this in error, please call Brián Clash, Bridge Program Coordinator, at 301-209-3225.

GENERAL INFORMATION

- Please send any questions or comments about your application to the APS office at bridgeprogram@aps.org.
- You may access your applications as many times as you like until the deadline. After that, no other changes may be made.
- Remember to logout after each session with your application and close your browser. Failure to do so may result in others viewing and/or changing your application information.