



Interdisciplinary Minority Fellowship Program (IMFP) Fellowship Doctoral Application Instructions

(for applications due January 15, by 11:59pm Hawaiian Time)

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**REMEMBER, THE APPLICATION DEADLINE IS JANUARY 15,
BY 11:59pm Hawaiian Time**

GENERAL INFORMATION

This document provides you with instructions for completing the IMFP doctoral application. Please review the instructions carefully and thoroughly. Following the instructions will help you put together the very best application possible. At all times, use language that is clear and concise. As a precaution, and for your own future reference, keep a copy of all application materials.

Students receiving support under the IMFP program will be required to document that they received some training or exposure in the following areas:

- A. Delivering behavioral health services to racial/ethnic minorities.
- B. Cultural competency.
- C. Addictions prevention and/or treatment.

Please note that **accepted fellows will be required to sign a letter of commitment attesting that they will work for a period of two years** after graduation in a capacity that addresses the behavioral health needs of racial and ethnic minority populations (further details will be provided upon acceptance as an IMFP Fellow).

BASIC ELIGIBILITY

Individuals selected to participate in the IMFP Doctoral Fellowship must be United States citizens, non-citizen nationals of the United States, or permanent residents prior to the submission of the application. Non-citizen nationals are persons born in lands which are not States but which are under U.S. sovereignty, jurisdiction, or administration (e.g. U.S. Virgin Islands, American Samoa, etc.). Individuals who are not U.S. citizens must upload with their application any of the following documents that will provide legal verification of admission for permanent residence: a permanent resident card; permanent resident visa (I-151 or I-551); certificate of non-citizen national status; birth certificate; U.S. passport; or other legal verification of admission for permanent residence. Individuals on temporary or student visas are not eligible.

LIST OF REQUIRED MATERIALS

A complete IMFP application includes the following required documents. **All documents must be submitted online. We do not accept emailed, faxed or mailed documents.**

- Online Application
- Two Essays
- Curriculum Vitae
- Three recommendations (If you are in a doctoral program, one of the recommendations must come from your current graduate advisor or faculty who is responsible for your overall graduate training and another should be from a clinical supervisor or faculty/staff who is responsible for your overall clinical training.)

- Unofficial Transcripts (NOTE: you must upload your transcript that is **NOT** a secured document; **secured transcripts are password protected, encrypted or documents requiring a code for viewing. If your school only issues secured documents for unofficial transcripts, you must print out and scan in your unofficial transcript so that it is no longer a secured document.** Failure to follow these directions may result in an unfavorable review of your application!)
- GRE Scores* (if applicable - see the GRADUATE RECORD EXAM SCORES section at the end of this document for our institution and department codes). These may be ordered and sent to IMFP through ETS or a copy may be uploaded through the online system by the applicant. If ordered through ETS to be sent to MFP, these scores will be electronically recorded and do not need to be re-uploaded.
- Permanent Resident Card for applicants who are permanent residents.
- Non-Citizen Nationals only may submit other legal verification of status. These may be uploaded through our online system.

**REMEMBER, THE DEADLINE FOR ALL MATERIALS IS JANUARY 15 BY
11:59pm Hawaiian Time**

DISCLAIMERS

Please be advised that all fellowship awards are subject to future funding from the Substance Abuse and Mental Health Services Administration (SAMHSA).

Please be advised that if selected as a Fellow, IMFP has the right to access personally identifiable information from education records regarding your academic status, without your consent, in order to assist IMFP in determining the Fellow's eligibility for the fellowship, the amount of aid, and the terms and conditions of the aid. This policy is in accordance with the Family Educational Rights and Privacy Act (FERPA; section "Disclosure of Education Records," paragraph 5).

TIPS FOR APPLICANTS

- 1) Begin preparing your application as early as possible.
- 2) Consult with your advisor or mentor while preparing your application. Your advisor can provide you with valuable suggestions and guidance.
- 3) Make sure your program and/or department officials know that you are applying for this fellowship. Some departments require coordination with their students on application and award logistics.
- 4) Share the application instructions with your advisor, mentor, and others who will be submitting recommendations on your behalf so they will know the requirements.
- 5) Read the instructions and the FAQs thoroughly prior and during the application process.
- 6) If you contact our office for assistance with preparing your application, please make note of the date you contacted us, the question you asked or assistance you sought, and the name of the person with whom you spoke.
- 7) Save your work often! **The system will time out after 20 minutes of inactivity.**

SUBMITTING YOUR APPLICATION ONLINE

All applications and recommendations must be submitted via our online application system. For more information, visit our web site: <http://www.apa.org/pi/mfp>.

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*** If you or your recommender have extenuating circumstances that require special accommodations, please contact the MFP Office and we will work with you to make sure your application/recommendation is submitted.**

Please refer to the second tab on the application system's welcome page, titled "Application Process" for instructions on how to register in our system and create an application. You will be able to save your progress while completing the application.

Set your email spam filter to accept messages from mfp@apa.org.

Save your work often! The system will time out after 20 minutes of inactivity.

Guidance on Application Questions

Applicant Tab

Question	Instructions
Suffix:	Suffix is anything that comes after your full name such as "Jr." or "III".
Previous (Maiden) Name:	If any of your application materials (including GRE reports) are listed under a different name, enter your previous name.
E-mail Address:	Your primary email address must be the one with which you registered. You may add a secondary email address.

Program Selection Tab

Question	Instructions
Program:	Refers to the program to which you are applying (master's or doctoral).
Doctoral Discipline	Select the appropriate discipline from the drop-down menu.

Eligibility Tab

Question	Instructions
Citizenship:	If you are not a U.S. citizen, please explain your citizenship in the box provided. If you are a permanent resident with a permanent registration card, you must provide a copy of your card. Non-Citizen

	<p>Nationals are also required to submit verification of status. You may scan it into a PDF file and upload it to this part of the application after the citizenship explanation.</p> <p>Non-Citizen National refers to those born in US outlying territories or born to a non-citizen national parent.</p> <p>Individuals on temporary or student visas are not eligible.</p>
Licensure (<u>nursing only</u>):	Select the appropriate option from the drop-down menu.
Degree (<u>mental health counseling, nursing, and social work only</u>):	Select the appropriate option from the drop-down menu.
Exam (<u>mental health counseling only</u>):	Select the appropriate option from the drop-down menu.

Demographics Tab

Question	Instructions
Ethnicity & Race:	This question is based on self-definition and identification. More than one response is permitted.
Family Income:	The U.S. Department of Health and Human Services has expanded the definition of individuals who come from a family with an annual income below established low-income thresholds. These thresholds are based on family size, published by the U.S. Bureau of the Census; adjusted annually for changes in the Consumer Price Index; and adjusted by the Secretary for use in all health professions programs. The Secretary periodically publishes these income levels at http://aspe.hhs.gov/poverty/index.shtml . For individuals from low-income backgrounds, the institution must be able to demonstrate that such candidates (a) have qualified for Federal disadvantaged assistance; or (b) have received any of the following student loans: Health Professional Student Loans (HPSL), Loans for Disadvantaged Student Program; or (c) have received scholarships from the U.S. Department of Health and Human Services under the Scholarship for Individuals with Exceptional Financial Need.
Disability:	Individuals with disabilities are defined as those with a physical or mental impairment that substantially limits one or more major life activities. More than one response is permitted.
Veteran Status:	<p>Below are the following classifications of protected veterans:</p> <ul style="list-style-type: none"> • A “disabled veteran” is one of the following:

	<ul style="list-style-type: none"> ○ a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or ○ a person who was discharged or released from active duty because of a service-connected disability. <ul style="list-style-type: none"> • A “recently separated veteran” means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service. • An “active duty wartime or campaign badge veteran” means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense. • An “Armed forces service medal veteran” means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985. <p>If you believe you belong to any of the categories of protected veterans listed above, please indicate by checking the appropriate box.</p>
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Current Education Tab

Question	Instructions
Current Educational Status:	<p>Select your current education status regarding an undergraduate or graduate training program.</p> <p>Please enter your current institution's information (<u>if you are not currently enrolled in any program, this section will not display</u>).</p>
University Name:	<p>University Name – use the drop-down menu or begin typing the name of the school to narrow your choices. Contact the MFP office before selecting “Other” if you think your University houses an APA-accredited program (psychology only) or a CACREP accredited program (mental health counseling only) but is not on our predefined list.</p>
Program Name:	<p>Program Name – the major area of study within each department (clinical, counseling, etc.). The APA-accredited (psychology only) and CACREP accredited (mental health counseling only) programs at each institution will be available for selection from the drop-down menu. Contact the MFP office before selecting “Other” if you believe your Program is eligible but is not on our predefined list.</p>
Degree Type:	<p>Degree Type – select the type of degree.</p>
When did you enter the program:	<p>Enter the month/year you began.</p>
Are you uploading transcripts for this university:	<p>Click this option if you are uploading a transcript for this school. If you are not uploading a transcript you must explain the reason you are not uploading one.</p> <p><u>DO NOT UPLOAD SECURED TRANSCRIPTS – Secured transcripts are password protected, encrypted, or require a code for viewing. If your institution only provides secured, electronic transcripts (PDF), print out a copy, scan the copy back to your computer and upload the copy.</u> If you upload a secured electronic transcript, the encryption will create issues for our application program, and we will be unable to read the document or completely review your application.</p>

	Official transcripts will be required upon your acceptance as a Fellow.
Transcript Confirmation:	To ensure MFP staff and reviewers can view your unofficial transcripts, all uploaded transcripts must be free of password protection or other security measures. We require all applicants to test for security measures by re-opening each uploaded transcript in the system to ensure there are no required passwords or other security requirements to open the document. Once you have tested each uploaded transcript, please check the confirmation box.

Future Education Tab

Question	Instructions
Future Education:	Select the number of universities you have applied to OR have the intent to apply to - Use the drop-down menu to select the number of universities you have applied to or intend to apply to. Select N/A if this does not apply to you.
University Name:	University Name – use the drop-down menu or begin typing the name of the school to narrow your choices. If the university you are looking for does not appear in the drop-down menu, select “Other” and enter the name in the corresponding box.
Program Name:	Program Name – the major area of study within each department (clinical, counseling, etc.). The APA-accredited (psychology only) and CACREP accredited (mental health counseling only) programs at each institution will be available for selection from the drop-down menu. Contact the MFP office before selecting “Other” if you believe your Program is eligible but is not on our predefined list
Status:	Status – select whether your application has been “Accepted” or whether a decision is still “Pending”.

GPA & GRE Tab

Question	Instructions
GPA:	<p>Enter the GPAs listed on your <u>most recent</u> transcripts. If no GPA is listed on your transcript, leave the question blank. If you attended more than one school for the same degree, enter the GPA of the most recent school. Be sure to indicate whether your GPA is calculated on a 4-point scale. Do not try to calculate GPAs yourself or convert them to a 4-point scale.</p> <p>DO NOT UPLOAD SECURED TRANSCRIPTS – <u>Secured transcripts are password protected, encrypted, or require a code for viewing. If your institution only provides secured, electronic transcripts (PDF), print out a copy, scan the copy back to your computer and upload the copy.</u> If you upload a secured electronic transcript, the encryption will create issues for our application program and we will be unable to read the document or completely review your application.</p> <p>Official transcripts will be required upon your acceptance as a Fellow.</p>
GRE:	<p>Although GRE scores are not considered in the evaluation of your application, you must report them if you have taken the GRE.</p> <p>If you do not have GRE scores or cannot obtain them, you must explain why in this question.</p> <p>You can upload a GRE score report here, or you can opt to have the report sent to the APA through ETS (Educational Testing Service). Details about the ETS reporting process are at the end of this document.</p>
Highest Degree:	<p>Refers to all education you have completed, i.e., the level <u>you have already obtained</u>. Select the appropriate degree from the drop-down menu.</p>
Transcript Confirmation:	<p>To ensure MFP staff and reviewers can view your unofficial transcripts, all uploaded transcripts must be free of password protection or other security measures. We require all applicants to test for security measures by re-opening each uploaded transcript in the system to ensure there are no required passwords or other security requirements to open the document. Once you have tested each uploaded transcript, please check the confirmation box.</p>

Recommenders Tab

Question	Instructions
Recommender:	<p>Enter the names and contact information of all recommenders, including your advisor. If you have co-advisors or co-chairs, they can write one combined letter or submit two separate letters. If they write a combined letter, please advise your recommenders that the letter should indicate that it was written jointly.</p> <p>If you do not yet have an advisor or are not required to have one, you may include a recommender that oversees your graduate and/or clinical training at your current doctoral institution (e.g., training director, department chair, etc.). Make sure this person is willing to assist you in filling out official documents during the Fellowship</p> <p>You must click on the “SAVE AS DRAFT” button to save your recommender information and then click on the “Send Email Request to Recommender” button to email your recommenders. This will provide them with the link they need to submit their recommendations. Contact your advisor to ensure that they receive the link to complete their portion of the application. Completed and submitted recommendations are required for your application to remain eligible.</p> <p>Once your request is sent, a red time stamp will appear with the text, “Awaiting recommendation update”. When the recommendation has been received by our system, this red text will be replaced with the message “Recommendation has been received.” You will also receive an email confirmation indicating the time we received each recommendation.</p> <p>If your recommender is having issues receiving the email, try an alternate email address for them, or ask your recommender to coordinate with their IT department to allow emails from mfp@apa.org. Sometimes university firewalls prevent them from being delivered.</p>

Details & Uploads Tab

Question	Instructions
Achievements:	<p>You must answer the question regarding how many publications, honors, certifications, memberships, and volunteer experiences you have. If you do not have any, select “No”. Your poster and research presentations should be included in your CV and not listed in this section.</p>

REQUIRED DOCUMENTS INSTRUCTIONS

Essays

This is arguably the most important part of your application (details below). Please write two brief essays.

Essay #1 should focus on your specific training interests and career goals.

Essay #2 should focus on your choice of university, training program and advisor/mentor and how your choice relates to racial/ethnic minority behavioral health services or your specific training interests and career goals.

Size and spacing requirements for all essays are as follows: single-spaced with a blank line between paragraphs; one-inch margins (left, right, top, bottom); and a 12-point font size in a TrueType Font setting (such as Times New Roman or Arial). Essays not meeting these requirements will not be favorably reviewed.

Essay #1: Training Interests and Career Goals. Write an essay not to exceed two typed pages describing how your interests and career goals in your discipline will contribute to the major objectives of the IMFP. The major goal of the program is to increase the availability of culturally competent behavioral health services provided to racial/ethnic minorities and to increase the number of behavioral health service providers dedicated to racial/ethnic minority communities. Describe how your training, interests, career goals, and cultural identity will contribute to this goal.

This is your opportunity to introduce yourself and your area of interest and describe how you will contribute to the behavioral health outcomes of racial/ethnic minorities. In your essay, you should discuss your current interests in your discipline/behavioral health, how your ethnic/cultural identity informs your interests and work, and your related experiences and training to date. You do not have to be an expert in your area of interest, but you should certainly impart some sense of enthusiasm or commitment to that area, as well as an understanding of basic issues.

If you heard about the Interdisciplinary Minority Fellowship Program from one of the association MFP programs, please write, “I heard about the IMFP from:” and the association acronym in the bottom left margin of this essay. The association acronyms include:

- AAMFT – American Association of Marriage and Family Therapy
- ANA – American Nurses Association
- APA – American Psychological Association
- CSWE – Council on Social Work Education
- NAADAC – The Association for Addiction Counselors
- NBCC – National Board for Certified Counselors

Essay #2: *Training Setting.* Write an essay not to exceed two typed pages describing why you selected the program you are now attending, or the programs to which you are applying. In addition, provide a rationale for your choice of advisor or mentor at your university. Identify specific faculty, resources, and other training relevant to racial/ethnic minority behavioral health prevention or treatment. Tie this with your specific training interests and career goals described in Essay #1.

Your essay should make a convincing argument that you will receive training related to racial/ethnic minority behavioral health prevention/treatment and that your advisor (or the faculty you would like to work with) has the resources and expertise to guide you in this area. For those applicants who are currently applying to several programs, please select your top two training site choices and direct your response to those particular programs.

Curriculum Vitae

Your curriculum vitae must be uploaded in the upload section on the Details tab. A curriculum vitae is a short account of one's qualifications, training, career experiences, publications, professional presentations, etc. If you are a graduating senior, you may not have one at this stage of your career. We strongly urge you to work with someone in your department to develop one. It is a standard document that will be used throughout your professional career.

Three Recommendations (Uploaded by Recommenders):

Please ask your recommenders to describe your strengths, weaknesses, and potential for developing as a practitioner. The very best types of recommendations come from faculty who are familiar with your academic work and services potential. Recommendations should be completed by three people most familiar with your academic accomplishments and/or experiences that demonstrate your ability and interest in pursuing a doctorate with a racial/ethnic minority focus. We discourage the use of a fourth recommender unless that individual will add a unique and significant contribution to your application. Contact the MFP office if you need to add a fourth recommender for this reason.

If you are already in a doctoral program, you must include a letter from your advisor(s). If you are in a doctoral program and do not yet have an advisor, you may use another recommender. If you have a clinical supervisor, we strongly suggest that one of your letters come from her/him.

A cautionary note: Missing recommendations account for most incomplete applications! Start early and work diligently with your recommenders to get them in on time.

Notifying Recommenders

- As soon as possible upon registering, please complete your recommender information. Go to the Recommenders Tab and fill out the contact information for your recommenders. **If you have co-advisors or co-chairs, they can write one combined letter or submit two separate letters. If they write a combined letter, please advise your recommenders that the letter should indicate that it was written jointly.** After doing so, make sure to click the button labeled “SAVE AS DRAFT”; you will then be able to Edit, Delete, or Email the Recommender.

- Once you have made sure that all the information submitted is correct, you may select the button labeled “Send Email Request to Recommender” which will generate an email from MFP to your recommenders, asking them to complete the recommendation form.
- Notify your recommenders that they will be receiving an email from mfp@apa.org and to have their spam filters allow the email which is needed to provide you with a recommendation. If they still do not receive the link, you may log back into your application and request that the link be resent.
- Check with your recommenders to make certain they have received this link prior to the application deadline. You will be able to send the links multiple times if necessary.

Graduate Record Exam Scores

Unofficial copies of your GRE score report can be uploaded via the application system. If you do not have an unofficial GRE report, please have your GRE scores forwarded to MFP (**our institution code is 0187, our department code is 5199, and we are located in Washington, DC**). While GRE scores are not used to select Fellows, they help us evaluate the effectiveness of our selection criteria, and the relevance of these scores to successful graduate school completion. They are required for the completion of your IMFP application if you have taken the exam.

If you have any questions about our application process that are not addressed in these instructions, you may contact the MFP office at imfp@apa.org.

We wish you much success in your graduate school training and as you apply for our fellowship!

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11:59pm Hawaiian Time**