



## INSTRUCTIONS FOR COMPLETING YOUR MMUF APPLICATION

Dear student:

Thank you for applying to the Mellon Mays Undergraduate Fellowship (MMUF). All application components, including the letters of recommendations, must be in English. Your MMUF application has four components: an online form, two letters of recommendation, a transcript, and three essays. All the components of the application must be sent to "[solicitudes.MMUF@upr.edu](mailto:solicitudes.MMUF@upr.edu)" no later than 2:00pm on Friday March 23, 2018. Please include the essays and the transcripts in the same email. We will only consider the materials sent to this email.

The specific instructions for the application are as follows:

1. An online form that contains your personal information. Please complete this part first.
2. Two letters of recommendation. The instructions and basic information form for the letters are included in this section of the MMUF website. Please complete these forms and send them to your recommenders. We suggest that you include a digital signature so that your recommenders can complete the form in their computers. They will complete it and send it directly to us to "[solicitudes.MMUF@upr.edu](mailto:solicitudes.MMUF@upr.edu)".
3. A transcript. Please scan a transcript of all your undergraduate courses. If you have studied at other institutions, please also include their transcripts. In all cases you can use unofficial student transcripts, just scan them and send them to the application email.
4. Three essays. You will prepare three essays. Each essay will be written in double space, Calibri font size 12, one inch margins. At the beginning of each essay include the title of the essay (admissions essay, personal interests essay, research project essay) and your name. **All three essays must be included in a single WORD document** (do not use other word processing programs.) When you complete the essays email them to "[solicitudes.MMUF@upr.edu](mailto:solicitudes.MMUF@upr.edu)". Include in the email's subject "(Your name) 2017 MMUF Application".
  - a. **Admissions Essay:** In this essay tell us your reasons for applying to the MMUF, what you expect to gain from the program, your areas of academic interest, plans for graduate study, and your plans to work in academia once you complete your Ph.D. (500 words max.)



- b. **Personal Interests Essay:** In this essay tell us about yourself. What do you do on your spare time, what books, magazines, etc. have you read recently (not assigned in class), what special abilities do you have (if any), have you done any volunteer work, or belong to any organization on campus or outside. In this essay we want to get to know who you are. (500 words max.)
- c. **Research Project Essay:** In this essay tell us about the research project that you plan to do if accepted to the MMUF. Be as specific as possible. Also, provide us with the name of the mentor that you have selected and why you chose him/her. (500 words max.)