



MOUNT SINAI  
SCHOOL OF  
MEDICINE

## Mount Sinai School of Medicine Emergency Medicine Research Training Program

### APPLICATION INSTRUCTIONS

#### Eligibility

Applicants must be:

- Undergraduate students who successfully completed at least one undergraduate year at an accredited school or university (including baccalaureate schools of nursing); OR
- Undergraduate students who are attending community or junior colleges who are enrolled in at least three courses per academic term; OR
- Health profession students who have successfully completed one semester at a school of medicine, optometry, osteopathy, dentistry, veterinary medicine, pharmacy, or public health; OR
- Post baccalaureate students enrolled in a pre-professional program.
- Willing to commit a minimum of 8 part-time weeks (20 hour per week minimum) to the Program. Although most interns are selected for the summer period, positions are available for other 8 to 12 week periods during the year. Please see the section on Fall and Spring Internships in the Overview section of the web site for further information on this option.
- Available for 8 consecutive weeks. Interns must commit 8 full weeks to the program.

#### Application and Important Dates

Please fill out *all* parts of the application. Should questions not apply to you, please write "N/A" in the space provided. Letters of recommendation must be signed and on letterhead. Essays should be no more than 500 words. Please see the checklist below for a list of materials needed.

The postmark deadline for all application materials is **March 1<sup>st</sup>** for the summer session. Applicants interested in the Fall or Spring sessions should have their packets postmarked by May 1 and October 1, respectively.

It is your responsibility to submit a complete application. Incomplete applications will not be processed. Candidates will be selected by a faculty committee.

Please mail the completed application form, official school transcript, letter of recommendation, resume and statement to the address provided below.

Emergency Medicine Research Training Program  
Department of Emergency Medicine  
Mount Sinai School of Medicine  
1 Gustave L Levy Place, Box 1620  
New York, NY 10029

Letters of recommendation must be signed and on letterhead. Letters of recommendation can be submitted via email, ground mail or fax. Emailed letters must be on letterhead and can be sent as MSWord documents, jpeg or PDF files to the email address provided above from the professional e-mail address of the writer.

School transcripts must be submitted via regular mail.

You must inform the Program of any change of mailing address, telephone number or e-mail address during the application process.

Notification of final decisions for the summer session will be sent via email by March 15th. Applicants for Fall and Spring research positions will be notified by July 1 and December 1, respectively.

<b>Summary of Important Dates</b>	
March 1	Summer Session Application Deadline. ALL materials must be received by this date. Late applications will not be accepted.
March 15	Summer Session - Email notification of final decisions
May 1	Fall Session Application Deadline. ALL materials must be received by this date. Late applications will not be accepted.
July 1	Fall Session - Email notification of final decisions
October 1	Spring Session Application Deadline. ALL materials must be received by this date. Late applications will not be accepted.
December 1	Spring Session - Email notification of final decisions

No telephone calls please. All questions and concerns should be emailed to [emsummerprogram@mountsinai.org](mailto:emsummerprogram@mountsinai.org)



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### APPLICATION CHECKLIST

- Completed application form. Please be sure to fill in your name on the bottom of each page of the application in the space provided.
- Current Resume
- Transcripts:
  - Undergraduates: Please mail an official copy of your undergraduate transcript.
  - Graduate Students: Please mail official copies of your graduate transcripts.
- One letter of recommendation from an individual who knows your work. The letter must be signed and on letterhead. Please inform your letter writer that the Program may contact him/her via email or telephone.
- Statement: Please provide a 500-word essay on your professional goals and aspirations and the expected impact that the Program will have on your professional and academic development. **PLEASE INCLUDE YOUR LAST NAME AND FIRST NAME ON THE BOTTOM OF EACH PAGE YOU SUBMIT.**

## FREQUENTLY ASKED QUESTIONS

### Who can apply?

- Undergraduate students who successfully completed at least one undergraduate year at an accredited school or university (including baccalaureate schools of nursing); OR
- Undergraduate students who are attending community or junior colleges who are enrolled in at least three courses per academic term; OR
- Health profession students who have successfully completed one semester at a school of medicine, optometry, osteopathy, dentistry, veterinary medicine, pharmacy, or public health; OR
- Post baccalaureate students enrolled in a pre-professional program.

### How can I apply?

Please send a completed application, resume, personal statement, letter of recommendation and official transcript to:

Emergency Medicine Research Training Program  
Department of Emergency Medicine  
Mount Sinai School of Medicine  
1 Gustave L. Levy Place, Box 1620  
New York, NY 10029

For more information on applying to this program please see our **Application Instructions** and **Checklist** on the previous pages.

### I can't find the application, where is it?

Click [here](#) for the Program application.

### Do I need to send an official transcript with my application?

Yes. All transcripts that are printed or sent online will not be accepted. With this in mind, please request your transcript before the deadline to assure a timely receipt.

### I am an MSSM student, how do I apply?

Please contact Laura Rivera via e-mail: [EMsummerprogram@mountsinai.org](mailto:EMsummerprogram@mountsinai.org).

### Can I take a summer course, volunteer, or work part-time during the 8-week Program?

Yes. This Program requires a minimum of 20 hours per week, which may leave time for courses, work or other volunteer duties.

### Is there a stipend associated with Program participation?

There is no stipend for students who participate in this Program. However, many students may be able to attain funding through their own institutions. Please inquire within your institution.

**Is housing provided for program participants?**

Housing is not provided for program participants. Students must make their own accommodations.

**When will I find out if I have been accepted into the Program?**

Acceptance e-mails will be sent on mid-march for the Summer Session, and June 1<sup>st</sup> and December 1<sup>st</sup> for Fall and Spring research positions respectively.

**What is the major difference between Summer, Fall and Spring Programs?**

The Summer Program is an 8-week session that includes an intensive orientation, weekly research meetings and didactic sessions on top of one-on-one research with an Emergency Department faculty.

The Fall and Spring Programs only involve close one-on-one research with an Emergency Department Faculty.

**Who do I contact if I have any more questions?**

You may e-mail [EMsummerprogram@mountsinai.org](mailto:EMsummerprogram@mountsinai.org).