



## MTBI On-line Application Checklist

### Applications Accepted: November 15 - January 31

#### Application Requirements

- All application materials must be submitted by the deadline in order to be considered.
- Late materials will not be accepted and incomplete applications will not be accepted.

**Completed MTBI Application:** Please complete on-line at: <https://mtbi.asu.edu/summerprogram>

**Personal Statement:** In approximately 500 words, double spaced, please describe the following:

- Why are you applying to the MTBI summer research program?
- What are your research interests?
- What are your future career goals and what have you accomplished towards these goals?

\*Please Note: a resume/cv is not a personal statement

**College/University Transcripts:** An **OFFICIAL** copy of your college/university transcript is required.

Official electronic transcripts will be accepted. Unofficial transcripts will not be accepted.

Please email to: [Rebecca.Perlin@asu.edu](mailto:Rebecca.Perlin@asu.edu) or mail to the address below.

#### **Faculty Letter of Recommendation & Faculty Letter of Recommendation Form:**

- The faculty recommender will automatically be sent an email with the Faculty Letter of Recommendation Form and instructions on how to submit both, the form and the letter.
- It is the applicants responsibility to confirm that the faculty recommender received the Faculty Letter of Recommendation Form and instructions.
- If the faculty recommender has not received the form and instructions, it is the applicants responsibility to send the form and instructions to their faculty recommender. The forms and instructions can be found here: <https://mtbi.asu.edu/summerprogram>

#### Submitting Your Application

Applications and supporting materials may be submitted via the following options:

1. MTBI Website: you may submit your application on-line, through the MTBI website:  
<https://mtbi.asu.edu/summerprogram>
2. Email: you may email [Rebecca.Perlin@asu.edu](mailto:Rebecca.Perlin@asu.edu) to submit your application and/or supporting materials.
3. Mail: please note, all mailed items must be post marked by January 31 to be accepted. You may address your application and/or supporting materials to:

**Arizona State University**  
**MTBI – Rebecca Perlin**  
**P.O. Box 873901**  
**Tempe, AZ 85287-3901**

Applicants may use more than one method to submit application and supporting materials.

If you have any questions regarding the application process, please email [Rebecca.Perlin@asu.edu](mailto:Rebecca.Perlin@asu.edu)