-**If a student has already participated to the Amgen Program in the past (use edu email as identifier)**

Sorry! You are not eligible to apply to the Amgen Scholars Program at Columbia University and Barnard College.

*-****Application error message:***

*Your application is incomplete! To proceed, you must complete all necessary fields.*

*(Red asterisks must appear for unanswered fields)*

*-****The page with essay questions error message:***

*Your essay response is too long. Please make certain that your character counts include spaces, and decrease the character count until the application goes through.*

-**Application Submitted pop up:**

Success!! Your application has been received.

To check the status of your application, please login into your account.

-**Email to students after application submission:**

Dear (name),

Your application has been received!

To check the status of your application, please login into your account.

-**If application is incomplete due to recommendations:**

Your application is incomplete, please resend request to your recommender or change your recommender(s) contact information. Please be aware that if you change your recommender a message will be sent to your recommender cancelling the recommender request.

***-Recommendation Request Letter to Recommenders***

*-Dear (First Name Last Name),*

*(Name of student) has requested that you recommend him or her to the AMGEN Scholars Summer Research Program affiliated with Columbia University, a 10-week, full-time research program.*

*Recommendations, only accepted online as a pdf, are due no later than Feb. 1st.*

*Please visit http://xxx and login using the following:*

*Login: xx*

*Password: xx*

**-After Recommenders login**

**Recommenders must submit Professional Title, Department and Affiliation.** Recommender must submit Professional Title, Department and Affiliation only once; not for all students that request his/her recommendation.

**If Professional Title, Department and Affiliation fields are not completed, an error message will appear:** To proceed, you must complete all fields.

**After Professional Title, Department and Affiliation fields are completed: Recommender can complete the assessment form (below).**

Please rank the student relative to other students by checking appropriate box

--Extraordinary/Outstanding

-- Top 5%

-- Top 10%

--Top 25%

--Top 50%

--Below 50%

**Recommenders must also insert recommendation as a pdf**

**Once Recommender Section is complete with pdf recommendation inserted, assessment form and Professional Title, Department and Affiliation fields submitted, a pop up message will say:**

Success! Thank you submitting the student’s recommendation.

An email must also be sent to Recommender: Recommendation for (Student Name) received. Thank you for your submission!

AMGEN Scholars Program at Columbia University and Barnard College

**An email that recommendation has been submitted must also be sent to the student:**

(Name of Recommender) has submitted their recommendation.

Thank you!

AMGEN Scholars Program at Columbia University and Barnard College

**When a student changes his/her recommender, a message must be sent to the recommender that his/her request has been cancelled with a pop message:**

The student that previously requested a recommendation from you has cancelled their request.

Thank you!

AMGEN Scholars Program at Columbia University and Barnard College