A*STAR Summer Application Instructions

Participants are selected by each A*STAR Research Institution (RI) independently. Applications are processed on a first come first served basis. You must email the required documents to the the A*STAR contact(s) for your prospective project(s) by February 25, 2016 for primary consideration. Many of the documents require additional preparation time. Do not wait until the last minute to work on your application.

You may apply to multiple projects before selecting which one you would like to work with. However, you will need to prepare application materials for each individual project.

Follow the steps below to apply for the program:

1. **Browse A*STAR Projects by Research Institutions (RI):** Carefully read through the list of projects available through the various RIs. Identify the project supervisor(s) and project(s) that you would like to work with.

2. **Request a Letter of Recommendation:** Contact a UC professor that has worked with you in an academic capacity to request a recommendation letter. The letter will be shared with your prospective project supervisor and should offer insight into your academic background/experience in your field of interest. Inform your recommender about the project you intend to apply for. See PDC Item 6 for additional instructions.

3. **Order UC Transcript:** Order an official transcript from your campus Registrars office. See PDC Item 7 for additional instructions.

4. **Request UCEAP Participation Letter:** Email Michelle Hertig (mhertig@eap.ucop.edu) to request a copy of your participation letter for the program.

5. **Prepare Curriculum Vitae:** The CV can be in any format. Be sure to include information relevant to your field of interest (e.g. past research, internships, lab work, etc.). See PDC Item 9 for additional instructions and a sample.

6. **Prepare Cover Letter:** Address the cover letter to the project supervisor that you are interested in working with. It should discuss the reason(s) you are interested in the project and your qualifications. Indicate that you are applying for the A*STAR Singapore International Pre-Graduate Award (SIPGA) program. See PDC Item 10 for additional instructions and a sample.

7. **Prepare Passport Copy:** Make an electronic copy of your passport. The copy should show the pages with a recognizable photo, passport number, expiration date, and signature. Your passport must be valid for at least six (6) months after your projected return from abroad.

8. **Send Application to A*STAR Contact:**
   a. Look up the A*STAR contact for your RI/project.
   b. Email the application documents to the contact person and copy Michelle Hertig (mhertig@eap.ucop.edu) by February 25, 2016.
   c. Identify yourself as an A*STAR Singapore International Pre-Graduate Award (SIPGA) and UCEAP applicant.
   d. Indicate the name of the project supervisor and project that you are applying for.
   e. Attach electronic copies of your cover letter, recommendation letter, official transcript, UCEAP participation letter, CV, and passport. For your own protection, please consider sending your documents in an encrypted format.
9. **Follow-Up**: Keep checking your email, including your junk/spam mail, on a regular basis. The A*STAR contact and/or project supervisor may request additional information. Some applicants may be asked to participate in a phone or Skype interview.

10. **Placement Notification**: You should be informed of your placement result by May. Forward your notification email to Michelle Hertig (mhertig@eap.ucop.edu) upon receipt.