## MARC/RISE APPLICATION INSTRUCTIONS

**2020 Applications Due by 4pm on May 29th (Friday) via email or DocuSign.**

Thank you for your interest in the MARC or RISE Program at San Jose State University! Use the same application to apply for one or both programs. You need to submit only ONE application, even if you are interested in applying to both programs. If you have questions about these programs, talk to one of the Program Directors listed below. To be considered for the program you must complete and submit an application, which consists of:

 1) the Student Information Sheet, included in this packet

 2) the MARC/RISE File Release form, included in this packet

 3) [US Office or Personnel Management Form 181](https://www.opm.gov/forms/pdf_fill/sf181.pdf)

 4) two letters of recommendation, included in this packet

 5) an unofficial copy of transcripts from all institutions you have attended

Email the complete application to the MARC Program Director, Dr Cleber Ouverney (cleber.ouverney@sjsu.edu) and the MARC Coordinator, Dr. Jessica Castillo Vardaro (jessica.castillo-vardaro@sjsu.edu). If you are applying to the RISE program, send your application to Dr. Karen Singmaster, RISE Program Director, at karen.singmaster@sjsu.edu . If you don’t know which program you should apply to, simply email your application to either one of the above individuals.

**Letters of Recommendation**: Two letters of recommendation need to be provided to the Program Director by faculty members, advisors, employers or equivalents. Please use the forms provided, if possible. The letters should be **emailed** (by the evaluator) directly to cleber.ouverney@sjsu.edu and

jessica.castillo-vardaro@sjsu.edu. Alternatively, you can use **DocuSign** to sign and submit all materials.

All applicants must be US Citizens or legal residents. Applicants must also be registered, full-time undergraduate students at SJSU majoring in Sciences, Psychology (MARC only) or Engineering with an interest in the biomedical fields. Community college transfers to SJSU can apply prior to starting at SJSU. MARC applicants must have at least a 3.0 cumulative GPA and must be four or less semesters away from graduation. RISE applicants must have at least a 2.7 GPA and have completed Calculus I (Math 30P/30 at SJSU or equivalent). Undergraduate research is the principal component of these two programs and as such a willingness and commitment to participate in research is required for both programs. MARC and RISE students are also expected to attend a weekly program meeting every semester and participate in Academic Excellence Workshops and Summer Workshops/ Preparation Courses if these are still relevant to their current course work.

RISE and MARC Programs are funded by the National Institutes of Health, an agency of the Federal Government.

Dr. Cleber Ouverney Dr. Karen A. Singmaster

**MARC** Program Director **RISE** Program Director

Duncan Hall 439 Duncan Hall 518

(408) 924-4806 (408) 924-4980

cleber.ouverney@sjsu.edu Karen.Singmaster@sjsu.edu

San Jose State University MARC/RISE Program Application

Student Information Sheet

**Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Last First MI

**Soc. Sec. No**.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **SJSU ID**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mailing Address**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **email address**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of High School**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Year graduated**: \_\_\_\_\_\_\_\_\_\_\_

**Major**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Expected grad date from SJSU**: \_\_\_\_\_\_\_\_\_\_\_\_\_

**How many semesters before you graduate from SJSU?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Minor (if any):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Cumulative GPA** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Career/educational objectives (2 sentences):**

# Other Colleges Attended

 Name From To Degree Major GPA

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

**% of college expenses earned**: \_\_\_\_\_\_\_\_\_ **How?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Work Experience

 Company Title/Responsibilities hrs/wk Dates

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The information provided above is correct**. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature

**MARC FILE RELEASE FORM**

 I hereby apply to the MARC/RISE Steering Committee for a (RISE or MARC) \_\_\_\_\_\_\_\_\_\_

traineeship/position. I hereby authorize the MARC/RISE Program Director to release my application to the Steering Committee Members, the MARC/RISE Faculty and Federal Agencies to whom the RISE and MARC Programs must report. I understand that my application file will be viewed by the Student Selection Committee, which consists of faculty, administrators, and two MARC/RISE students.

 I also authorize MARC/RISE Program Directors to track my progress throughout my education at SJSU and to track my educational degrees after SJSU, including through the National Student Clearinghouse.

 I understand that one of my responsibilities if selected for a MARC or RISE position will be to maintain contact with the MARC or RISE Program Director throughout my education, particularly as I continue towards advanced degrees at other academic institutions. This can be accomplished with a yearly email briefly describing my accomplishments and progress towards advanced degrees.

 I understand that to revoke this release I must do so in writing and the revocation shall not apply to files released prior to the date the written revocation request is submitted to the Program Director.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature Date

*Submit this form signed together with your application via email or DocuSign.*

### SJSU MARC/RISE Reference Letter-1

**To the applicant**. Please complete your personal information and sign prior to giving this form to your selected evaluator.

Applicant’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Last First MI

SJSU ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I hereby (waive / do not waive) access to this letter or recommendation.

 Circle your choice

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

 Signature Date

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**To the selected evaluator.** The student listed above is applying for a MARC/RISE position at San Jose State University and has requested a letter of recommendation from you. Please include your comments in the space below or on a separate letter.

For applications to the MARC program, please submit your Letter of Recommendation via email or DocuSign to both Dr. Cleber Ouverney (cleber.ouverney@sjsu.edu ) and Dr. Jessica Castillo Vardaro (jessica.castillo-vardaro@sjsu.edu), Dept of Biological Sciences, San Jose, CA 95192-0100. For the RISE program, email or DocuSign to Dr. Karen Singmaster (karen.singmaster@sjsu.edu ), Chemistry Department, San Jose State University, San Jose, CA 95192-0101.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address and phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Academic Institution or Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### SJSU MARC/RISE Reference Letter-2

**To the applicant**. Please fill out everything above the bolded line prior to giving this form to your selected evaluator.

Applicant’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Last First MI

SJSU ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I hereby (waive / do not waive) access to this letter or recommendation.

 Circle your choice

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

 Signature Date

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address and phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Academic Institution or Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_