



DAVID ROCKEFELLER CENTER
FOR LATIN AMERICAN STUDIES

HARVARD UNIVERSITY

Undergraduate Student Guide:

*Using CARAT for January Program
Applications at DRCLAS*

January 2016 Programs

Entering CARAT

After you sign-in to CARAT, click the “Funding Sources” tab to search for the 2016 DRCLAS January Programs Application. Click “Apply” to begin your application.

CPIC Harvard Clubs Summer Community Service Fellowship	02/12/2016	Undergrad	Website	Heidi Wickersham	Apply
CPIC International Summer Internship	02/12/2016	Undergrad	Website	Heidi Wickersham	Apply
CPIC Summer Work-Study Award	02/12/2016	Undergrad	Website	Heidi Wickersham	Apply
David Rockefeller Center for Latin American Studies January Programs Application 2016	10/15/2015	Undergrad	Website	Rachel Murray	Apply
David Rockefeller Center for Latin American Studies Summer Independent Internship Grant	02/09/2015	Undergrad	Website	Yadira Rivera	Apply
David Rockefeller Center for Latin American Studies Summer Research Grant	02/09/2015	Undergrad	Website	Yadira Rivera	Apply
David Rockefeller Center for Latin American Studies Summer Research Grant	02/09/2015	Undergrad	Website	Yadira Rivera	Apply
David Rockefeller Center for Latin American Studies Summer Research Grant	02/09/2015	Undergrad	Website	Yadira Rivera	Apply

Select "View All" to find the 2016 DRCLAS January Application.

Homepage of Application

You will view this page upon opening our application in the CARAT system. It shows a list of the required documents and basic application information. It also lists the interview sign-up link. Refer to it as needed.

Application Instructions

Funding Source

Project Description

References

Travel

Submission

← The "Funding Source" is how CARAT labels our application

David Rockefeller Center for Latin American Studies January Programs Application 2016

Change Funding Source Selection

Application type: Undergraduate Grant Application

Next deadline: 12:00 AM 10/15/2015

Website: <http://drclas.harvard.edu/january-programs>

Contact: [Rachel Murray](#)

DRCLAS January Programs

Please use the following instructions to complete the CARAT application: Complete CARAT form with your personal information and using the following short answers: Q: Destinations and approximate lengths of stay A: 2.5 weeks Q: Title or brief synopsis of your proposal A: Program Name(s) Q: What is the purpose of this project A: DRCLAS January Program Participant Q: Tentative or confirmed affiliations... A: N/A Q: Please list the language of your destination and your proficiency A: Spanish - Basic, Intermediate, Advanced, Fluent Q: Brief description of your tentative post graduation and career plans A: Please briefly describe your plans Q: No budget is required --Please indicate 0 (zero) on any budget information request lines. After submitting your application, please sign up for a mandatory 30-minute interview during the week of October 19-22, 2015 using the following link: <http://drclas.harvard.edu/2016-january-programs-interview-sign>

Requires 1 reference

Requires information on travel

Requires supplemental documents

- Current Unofficial Transcript
- Current One-page Resume
- Statement of Purpose (500 words)

Don't forget to sign-up for your interview AFTER you complete this application!

[Download a spreadsheet of current year's applications](#)

[Download zip file of current year's master PDF documents](#)

Save changes

Save and Next

Project Description Tab

“Project Description” is CARAT’s label for the DRCLAS Program to which you are applying. Enter the Program(s) Name(s)- you may apply to multiple internships/programs through one application. Include specific organization names as needed.

Funding Source

Project Description

References

Travel

Submission

Project Description

* Brief title or synopsis of your proposal (100 characters maximum) :

List Program Name(s) Here, EX: "Rural Healthcare in Chile" or "Winternship at [organizaiton name] in Mexico

* The primary activity of this project is:

Please select an activity type

Project Dates

* Project Start Date:

* Project End Date:

* During what part of the academic year will this project occur?

Please select an academic period

Primary Location of Project

* Primary City, State/Province:

* Primary Country:

Please select the primary Country

* Have you received any financial support during your time at Harvard (excluding funds from your financial aid package) to conduct summer research, travel, or internships? If so, please indicate award name, purpose, amount, and dates. (400 characters maximum)

Please describe in detail any previous grants/awards

* Are you submitting other applications to fund this project by sources (at Harvard or elsewhere) that are not listed in CARAT? If so, please specify. (375 characters maximum)

Please describe non-CARAT funding that you are seeking

Please briefly describe your tentative post-graduation and career plans (100 characters maximum):

brief description of tentative post-graduation and career plans

Save changes

Save and Next

References Tab

Your reference will be contacted via email or phone. No actual letter of recommendation is required. You may select a reference based on their ability to speak to your interest in the region, language, organization/program, etc.

Funding Source Project Description **References** Travel Submission

David Rockefeller Center for Latin American Studies January Programs Application 2016 requires 1 references

Reference Instructions

For Recommenders who are Harvard Affiliates

- Start typing the last name of your recommender; you will then see autocomplete options based on what you have typed.
 - e.g., 'Ron' would return all last names beginning with 'Ron' -> 'Ronai,' 'Ronald,' 'Ronell,' 'Ronen,' etc.,
- You may further refine your search by adding a comma, then firstname,
 - e.g. 'ron,d' would yield results like 'Ronell, Diana,' and 'Ronen, Dov'
- Search is not case sensitive: 'Ron' and 'ron' will return the same results.
- Selecting a recommender from this list will pre-populate the title and email fields based on your selection.

For Non-Harvard Recommenders

You may type your recommender's name lastname, firstname or firstname lastname. You will also need to supply their title, affiliation and appropriate email address; please confirm that this email address is correct before saving. **N.B., all fields are required in order to save the reference.**

For All Recommenders

To remove or change a reference, please click the 'Remove Reference #' button below each set of Reference fields.

Make sure you provide plenty of time for recommenders to write your letters. Ask them in advance and complete the Reference part of CARAT immediately so that your recommender has all instructions for completing their letter. Do not wait until the night before the application is due to send the reference request from CARAT.

In order to give your recommender time to submit their reference letter in a timely manner, please use the 'Send reference request to ...' button that will appear once you have either selected a Harvard Affiliate as your recommender or manually completed the name, title and email fields for a non-Harvard Affiliate, **and saved your changes.**

When you *submit* your application, CARAT will send an automated message to each recommender who has not yet uploaded a reference letter on your behalf. Harvard Affiliate emails will be verified against Harvard Directory information; please confirm that any non-Harvard Affiliate email addresses that you have entered manually are correct before submitting.

Reference 1

References do not write letters. For contact-purposes only. *Must be a Harvard Affiliate

* Reference 1 Name

Last Name, First Name to search Harvard /

* Reference 1 Title

Reference 1 Title

* Reference 1 Affiliation

Reference 1 Affiliation

* Reference 1 Email

Reference 1 Email Address

 Remove Reference 1

Travel & Language Tab

As you won't have a "secondary location" in these programs, you may skip that section. You should write-in that you will be using Spanish, and rank yourself on your abilities. Use one of the terms listed below to rank yourself.

Funding Source Project Description References **Travel** Submission

Travel Information

* Does this project involve travel outside the United States? Check box if yes.



* Have you previously received funding from Harvard for international travel? Check box if yes.



Secondary Location of Project

City, State/Province:

Country:

Please enter your projected travel dates for this location as precisely as you can.

Start:

End:



This section is not applicable for the program in Chile or internships in Mexico

Other destination(s) and approximate lengths of stay (100 characters maximum):

Tentative or confirmed affiliations (if any) in country of destination, and your prospective responsibilities (100 characters maximum):

Please list the language(s) of your destination and your proficiency (100 characters maximum):

Save changes

Save and Next

Submission

You will not be able to submit your application without uploading the required documents. Your Statement of Purpose is to be written in English. Please state the program & organization(s) you are applying to. After submitting, you will sign-up for an interview.

Application Instructions

Funding Source

Project Description

References

Travel

Submission

Please select all materials to support your application to **David Rockefeller Center for Latin American Studies January Programs Application 2016** for upload below.

- Currently the system only accepts Adobe PDF files.
- Please use only alphanumeric characters, underscores ('_') or hyphens ('-') in the file names of the files that you upload.
- Please refer to 'Help' in the menu above for instructions on how to create files of this type if in doubt.

Supplemental Documents required for upload

- Current Unofficial Transcript
- Current One-page Resume
- Statement of Purpose (500 words)

Select files for upload

Please upload your Current Unofficial Transcript: No file chosen

Please upload your Current One-page Resume: No file chosen

Please upload your Statement of Purpose (500 words): No file chosen

[Click here to validate application information before submission](#)

Electronic Signature (required)


Before you can submit your application, you must fill out all required information (all fields on all tabs marked with an asterisk *), then provide your electronic signature below.

By typing my 8-digit Harvard University ID in the box below, I affirm that the foregoing statements and attached materials are true and accurate representations to the best of my understanding, in accordance with the [Harvard College Honor Code](#), and that I have read and understand Harvard's policy regarding travel restrictions based on State Department travel warnings.

Please enter HUID as your Electronic Signature - required for submission

Please Select Files Above and complete Electronic Signature

Your statement of purpose should explain your interest in the program(s) and why you are an ideal candidate



Interview Sign-Up

AFTER you have submitted your application, follow the link to schedule your 30-minute informal interview in Spanish.

You can find this link on the homepage of the application in CARAT.

Interviews take place between October 19-22rd.

Please note that your application will be considered incomplete without an interview scheduled.