INTRODUCTION
This document provides instructions and guidance to candidates who wish to apply to the Canary CREST Program at Stanford. Applications must be submitted online at https://canarynet.stanford.edu and may be submitted from December 10, 2019 through February 1, 2020.

SUMMARY INSTRUCTIONS
All candidates are strongly advised to carefully read this document and the FAQs in its entirety before starting an application. Questions regarding the program or the application may be sent to canarycrest@stanford.edu.

Document Format for Uploaded Files:
• Use Portable Document Format (PDF) only.
• Do NOT password protect documents
• Font Type/Size: Arial (11 point), Calibri (11 point), or Times New Roman (12 point).
• Page Format: Single spacing, 0.75-inch margins in all directions.

Submission Process
• The candidate creates a user account.
• The candidates completes all information on the application page and submits the form.
• Once the form is submitted, the applicant will receive a confirmation e-mail

APPLICATION SUBMISSION DEADLINE
The application must be submitted by February 1, 2020. Late submissions will NOT be accepted. Note: Documents submitted via regular mail or e-mail will not be accepted.

USER REGISTRATION AND/OR LOGIN
All candidates begin the application process by creating a user account at https://canarynet.stanford.edu; click the “Begin Application” link at the bottom of the page.
Once an account has been created, candidates will receive a confirmation e-mail with their user name; the password will not be displayed. The confirmation will also contain a link to the application login page (https://canarynet.stanford.edu/user).

After creating an account, a candidate may continue to complete their application. Alternatively, candidates may return to the login page via the link in the confirmation e-mail and click “Local User Login” to enter their user name and password. Once logged in, the application form can be accessed via the “INTERNSHIP APPLICATION” link on the top-left portion of the page.
NOTE: An application cannot be saved once started. Therefore, candidates are advised to have all information prior to starting the form. This document will assist in gathering and preparing the necessary information.

Only applications submitted via this application page will be accepted. Documents submitted via regular mail or e-mail will NOT be accepted.

Password Reset
To reset a forgotten password, go to https://canarynet.stanford.edu/user and click the “Request new password” tab. Enter the user name or e-mail address associated with the account and follow the instructions sent via e-mail. Once the password has been reset, click the “Home” link or the “INTERNSHIP APPLICATION” link on the top-left portion of the page to access the application page.

APPLICATION COMPONENTS
Candidates should complete all sections of the application form. Required fields are indicated with an asterisk (*).

*Program Requirements and Expectations
All candidates are expected to abide by the eligibility requirements and expectations of the Canary CREST Program, and must check the box to agree to these guidelines.
Personal Information

*First Name: Enter your first name as it appears on your transcripts.

Middle Name: Enter your middle name, if desired. This field is optional.

*Last Name: Enter your last name as it appears on your transcript.

*Date of Birth: Enter your date of birth in the indicated format (mm/dd/yyyy).

*Are you a U.S. citizen or permanent resident? Select one.

Contact Information

*Email: Enter your e-mail address. Please check this field carefully because e-mail will be the primary form of all communication and correspondence regarding your application.

*Telephone: Enter your telephone number in the indicated format (xxx-xxx-xxxx).

*Street: Enter the street of your mailing address.

*City: Enter the city of your mailing address.

*State: Select the state of your mailing address.

*Zip Code: Enter the 5-digit zip code of your mailing address.

DEMOGRAPHIC INFORMATION

NOTE: Demographic information will be used for reporting and analysis purposes only. Providing this information is voluntary and will not be used in the evaluation of your candidacy for the program. All three fields are optional.

Gender: Select one.

Ethnicity: Select one.

Race: Select one or more.

EDUCATION

*Academic Level: Select one option by indicating your academic level in the Fall.

*GPA (4.0 Scale): Enter your current overall GPA.

*Current Academic Institution: Enter the name of your current academic institution.

*Street: Enter the mailing address of your current academic institution.

*City: Enter the city of your current academic institution.

*State: Select the state of your current academic institution.

*Zip Code: Enter the 5-digit zip code of your current academic institution.

*Are you currently a student at Stanford University? Select one.

*Is your primary institution a community college? Select one.

*Are you a current or former Summer Math and Science Honors (SMASH) Academy scholar? Select one.

PREVIOUS COURSEWORK AND RESEARCH EXPERIENCE

*Science Courses Taken: List all relevant science courses you have taken. State the name of the course, and if it was a high school, undergraduate, or a graduate course. Separate each course with a semi-colon, e.g., Molecular Biology (high school); Cell biology (undergraduate); Basic Biochemistry (Graduate).

Course-Associated Labs: List all course-associated lab courses taken. Use the same format as above to list and separate individual labs with a semi-colon. This field is optional.
Prior Laboratory and/or Research Experience: List any prior research experience. Use the same format as above to list and separate laboratory/research experiences with a semi-colon. This field is optional.

Computer Skills – Experience: List any relevant computer skills you have acquired. This could include familiarity with different operating systems and platforms, publicly-available research tools, statistical software packages, etc. Use the same format as above to list and separate skills with a semi-colon.

Computer Skills – Languages: List any programming or scripting languages you are familiar with. Use the same format as above to list and separate languages with a semi-colon.

*MENTOR
The internship program offers the opportunity to work with researchers based on a candidate’s interests. Please review the types of research projects available to candidates at http://canarycenter.stanford.edu/canarycrest.html and rank your top three (3) choices for projects.

Note: You may be offered an internship on a different project but every effort will be made to accommodate your preferences.

*ESSAY
Provide an essay describing why you are interested in this internship, your science experience and any other information that you feel is important to your application. The essay is a key component of your application and should be written after considerable thought.

Max of 5,000 characters

Diversity Statement (Optional): The Canary Center considers diversity important to our research and educational mission. If you would like us to consider how your background, life or work experiences, culture, socio-economic status, sex, race, ethnicity, religion, sexual orientation, gender identity or expression, or other factors would contribute to the diversity of this internship program (and hence to the experience of your peers and mentors), you may describe these factors in a brief diversity essay (max. 2,000 characters).

*RESUME
Upload your resume that describes your academic history, work history, and prior research experience, if any. Files must be in PDF format, and cannot exceed 2 pages and/or 2 MB. Upload the document before moving to the next upload field.

*TRANSCRIPT
Upload your current academic transcript. Files must be in PDF format and cannot exceed 2 MB.

*REFERENCE
Enter the name, title, work affiliation, e-mail, and phone number of a reference that we may ask for a recommendation, if desired.

Note: Letters of recommendation should NOT be submitted at the time of application submission. Interested Mentors will contact reference directly.

*How did you hear about the Canary CREST Program? Select one.
FORM SUBMISSION
Once all the fields have been completed and documents uploaded, click the “Submit” button to formally submit your application to the internship program. If a required field is not completed, an error message will be displayed at the top of the page.

AFTER SUBMISSION OF THE APPLICATION FORM
Once the form is submitted, a confirmation e-mail is sent to the candidate. Candidates that do not receive a confirmation please contact canarycrest@stanford.edu.

ASSISTANCE AND QUESTIONS
Any questions related to the Canary CREST Program may be e-mailed to canarycrest@stanford.edu.