Instructions for Completing the Global Emergency Medicine Fellowship Consortium Standardized Application Form

For Applicants:

Login Instructions
Log in to your SAEM Account by clicking here: SAEM Application Portal Login OR go to:”Log In” and choose “SAEM.org Member Login”
   a. If you do not remember your username and password, you can contact HelpDesk at helpdesk@saem.org to have it reset for you.
   b. If you do not have an SAEM.org user account, you will need to create one at www.saem.org/login before proceeding on the SAEM Application Portal.
   c. Please DO NOT create a new account on SurveyMonkey Apply.

Once you have logged in, click on Programs at the top of the screen.

Then scroll down to find the Global EM Fellowship Application card. Click More.
Then click Apply on the right hand side of the screen.

**Application Instructions**

**Step 1: Name your application**

Enter your last name (surname) and the name of the fellowship program you are applying to with this application. This will help you keep track of your applications to multiple universities and will allow fellowship directors to identify your application easily. Click Create Application.
Step 2: Program Selection
Click on the first task in the middle of the screen called Application Form.

Select the Fellowship Program for which you wish to apply using the drop down menu. Click the green Next button to continue. Your application will automatically save every few seconds throughout the application process.
Step 3: Complete the Application Form

Fill in the information on the main application form. After you have completed one full application, you will be able to autofill the fields for any new applications you create. Just start typing in the first field, and the autofill options will appear. The remaining tasks for you to complete are listed on the left hand side of the screen. When the green bubble is completely filled in, that task has been completed. You cannot submit the application until all of the tasks have been completed.
Contact Information
Applicant Contact Information:
  ● Full Name
  ● Preferred name and pronouns (optional)
  ● Email
  ● Cell Phone Number
  ● Address
  ● Residency Program Name
  ● Is your residency program a 3-year or 4-year program? (Dropdown)
  ● Medical School (location + years)
  ● Other Residencies Completed or Participated in (location + years) (optional)
  ● Prior Fellowship Training (location + years) (optional)
  ● Undergraduate Degree (degree + location + years)
  ● Other Graduate Degrees (degree + location + years) (optional)

Citizenship
Are you a United States citizen or permanent resident? [Yes/No]
  ● If no, please enter your country of citizenship.
  ● Please list which Visa you currently hold. [write in]
Additional comments: [write in]

Board Certification
Are you ABEM or AOBEM certified? [Yes/No]
If not, will you be ABEM or AOBEM eligible by July 1, 2024? [Yes/No]
Additional comments: [write in]

Education Commission for Foreign Medical Graduates Certification
Are you certified by the ECFMG?
If so, what is your ECFMG number?

Once you have completed all of the fields, click Mark as Complete. You can always go back and edit a task after it has been completed.

*Pro Tip*
Once you have completed the initial application form, you can reuse the same data for all subsequent applications. When you begin a new application and click on the application form, you will see a popup box that asks if you want to reuse the data from a prior application you completed. Select the application data you want to reuse in the Previous Instances dropdown menu. Then, click “Add data” to autofill the new application with your previous data. If you do not wish to reuse previous data, click cancel.
Step 4: Upload Non-program Specific Documents
After you have completed the application form and marked it as complete, the next task will be to upload your CV.

Curriculum Vitae (CV)
Click the green Attach button to find your CV file on your computer and attach it to your application. View a sample CV here. When the file has been uploaded, click Mark as Complete.

Next, click on the Upload your Personal Statement task on the left hand side of the screen.
Personal Statement
Click the green Attach button to upload your Personal Statement. This statement should describe why you want to complete a GEM fellowship and does not need to be program-specific (as opposed to the Letter of Intent). One page maximum. Once uploaded, click the green Mark as Complete button.

Step 5: Request Letters of Recommendation
Letters of Recommendation (max 3)
The first time you complete an application, you will click on the green Request a Recommendation button.
A popup will appear for you to send an email to request the letter be uploaded from someone else. One letter should be from either your residency program director (for current residents) or your department chair or medical director (for applicants currently employed post-residency). Please see each individual program requirements for the number of letters required.
Please enter the name and contact information for the person that will be uploading the first letter of recommendation in support of your application. You can also include a message that will be sent in the email generated to the recommender. The email will be sent to them from noreply@mail.smapply.net with instructions on how to upload the letter. They will only have to complete the upload one time for each applicant. The applicant can then reuse the same letter for all of their applications.
Please note, applicants cannot view the content of the letters of recommendation once they are uploaded. However, the applicant can see that the letter is uploaded and will need to still mark the task as complete.

**Reusing Previous Letters of Recommendation**

If you have already completed and submitted a global EM fellowship application previously, you reuse the same letter of recommendation in your new application. When you begin the Request Letter of Recommendation task, a popup will appear asking you if you would like to reuse letters from a previous application. You can then select which application you want to reuse them from from the dropdown menu. Then click Add Recommendations.

The letters will then appear in your task. Click Mark as Complete to finish this task. If you accidentally canceled this popup, or want to reuse a letter from a different application than the one you selected, you can reuse another letter by clicking the Reuse data button at the top of the screen on this task.

**Withdrawal a Request for a Letter of Recommendation**

To withdraw a letter request from an application, simply click on the three dots next to the letter you requested and select withdraw application.
You can add a message to the email that will be sent to the letter writer informing them of the withdrawal. Then click the green Withdraw button.
Edit Task After Completion
To add a new letter after the task has already been marked complete, use the three horizontal dots at the top of the screen to open the task menu and click Edit.
Deleting a Letter That Is Already Uploaded
To delete a letter that has already been submitted, click the three horizontal dots next to the letter you wish to remove and click delete.
Submit Letters of Recommendation
When all letters have been uploaded, click Mark as Complete to finish this task.

Recommender:
Please view the instructions on how to upload a letter of recommendation.

Step 6: Letter of Intent - Program Specific
Click on the task called Upload Letter of Intent on the left side of the screen. Then click Attach File to upload any files from your computer. Please upload your letter of intent. This letter should describe why you want to complete fellowship at a specific program. One page maximum. Please double check that your letter of intent is unique to this program. Then click Mark as Complete once uploaded.
Step 7: Upload Other Documents - Program Specific Requirements

Some programs may require additional information not otherwise included in the standard application form. Make sure to check each program’s requirements and upload any program-specific requirements in this section. Click on the task called Upload Other Documents - Program Specific Requirements on the left side of the screen. Then click Attach File to upload any files from your computer.
Please note that although this task is optional in the system, some fellowship programs REQUIRE these documents to be uploaded. Check the program requirements for details (e.g. additional letters of recommendation, board scores, transcript, etc).

**Step 8: Submit Application**
Once all of the tasks are completed, and the green bubbles are all filled in, the submit button will illuminate green. Click Submit. You will get a chance to review your application before it’s submitted.
Review your application
A popup will appear for you to review your application one last time before you submit. Click Review to see your full application as the fellowship directors will see it.
Submit application

Please confirm submission of your application.

If you wish to take a look at the application before submitting, please Review it.

Your tasks

Application Stage

100.0% complete
Last edited: Oct 14 2022 03:00 PM (CDT)

Application Form

Completed: Oct 14 2022

Program Selection

Select the Fellowship Program for which you wish to apply:

THE UNIVERSITY OF CHICAGO MEDICAL EDUCATION FELLOWSHIP

Contact Information

Applicant Contact Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Name</td>
<td>Melissa McMillian</td>
</tr>
<tr>
<td>Preferred name</td>
<td>Melissa McMillian</td>
</tr>
<tr>
<td>Preferred pronoun</td>
<td>(No response)</td>
</tr>
</tbody>
</table>
Submit
After you have reviewed your application and ensured everything is accurate, click the green Submit Your Application button at the top right hand corner of the screen. A final popup window will ask you to confirm submission. Click Submit to send your application. You will receive an email confirmation that your application was successfully submitted.

Submit application

Please confirm submission of your application.

CANCEL  SUBMIT