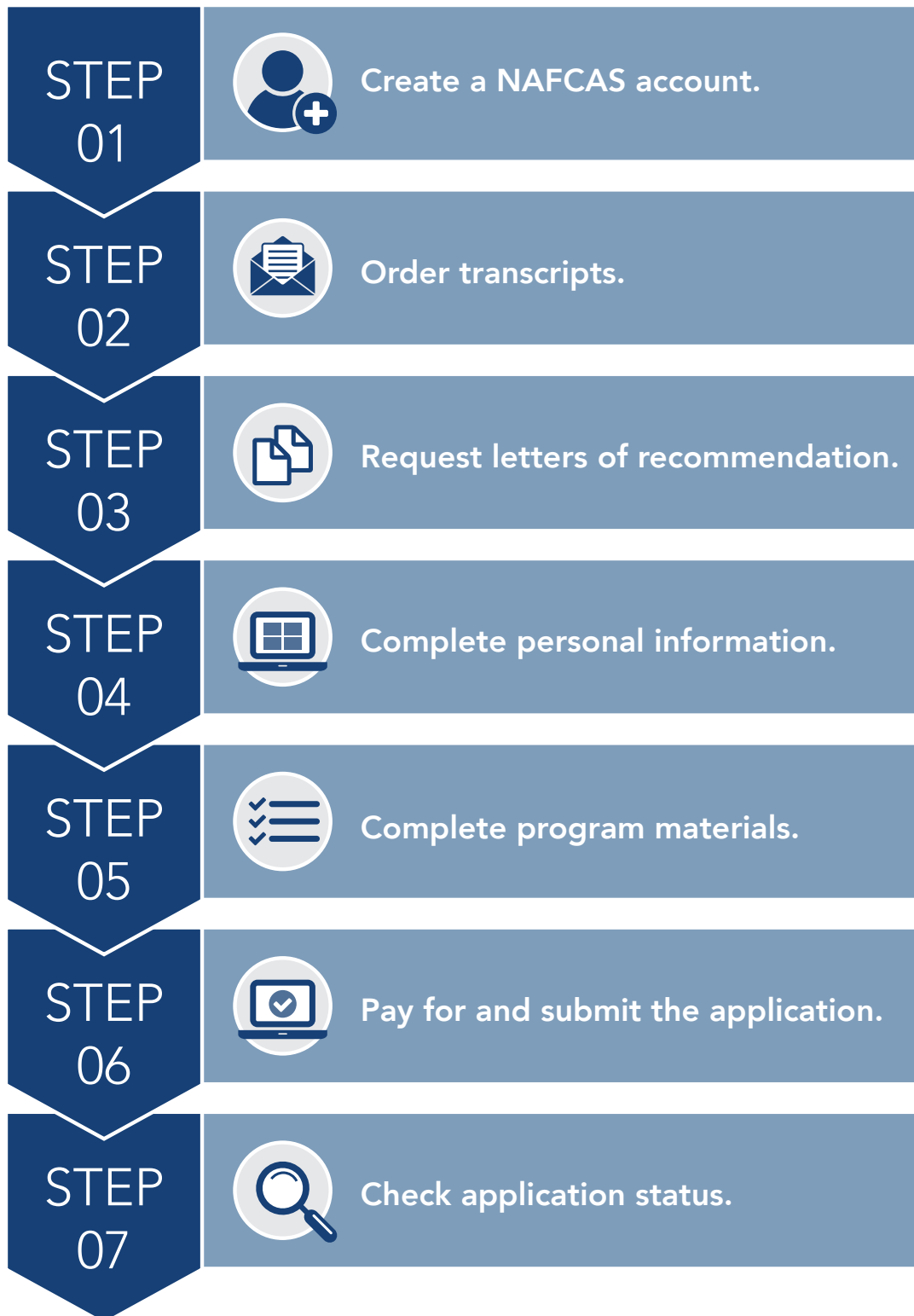


# The Seven-Step NAFCAS Application Process

NAFCAS

National Administrative Fellowship  
Centralized Application Service



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Applicants interested in applying to administrative fellowships should create an account in the National Administrative Fellowship Centralized Application Service (NAFCAS) online portal and follow the seven-step process outlined below to submit applications within the system.

## STEP 1: Create a NAFCAS account.

Prospective applicants should start by creating an account using the [online application portal](#).

## STEP 2: Order transcripts.

Visit the “Academic History” quadrant and add all colleges you have attended. Be sure to download the “Transcript Request Form” for any graduate school you have attended and provide it to your registrar’s office. Transcripts should be sent **directly from your registrar’s office** to:

NAFCAS Transcript Processing Center  
P.O. Box 9142  
Watertown, MA 02471

**Please note:** Your application is considered “Complete” until your official graduate transcript(s) has been received directly from your registrar’s office and scanned by NAFCAS. In order to ensure your transcript is received and processed in a timely manner, **we recommend that you order your transcript as soon as possible.**

## STEP 3: Request letters of recommendation.

Visit the “Supporting Information” quadrant to request letters of recommendation from the following: (1) ACADEMIC, (1) PROFESSIONAL, and (1) OTHER (academic, professional, or letter from your program director). Once you have submitted a request for recommendation, an email will automatically be sent to the recommender on your behalf. Advise your recommender to look for an email from NAFCAS ([nafcasinfo@liaisoncas.com](mailto:nafcasinfo@liaisoncas.com)) in their inbox, as well as their spam or junk-mail folder, as emails do occasionally get filtered out.

**Please note:** Some programs may request a personal letter of recommendation, which should be uploaded in the “Program Materials” quadrant, within the Documents section.

## STEP 4. Complete personal information.

Visit the “Personal Information” quadrant to complete the release statement and your personal information: biographic, contact, citizenship, and other sections.

**Please note:** Most administrative fellowships do not sponsor employment visas. Eligible applicants must be authorized to work in the US. If a fellowship sponsors visas, it will be indicated on the fellowship site’s home page in the “Program Materials” quadrant.

## STEP 5. Complete program materials.

Visit the “Program Materials” quadrant to view all fellowship site-specific required materials, (i.e., resume, cover letter, personal statement, essays, questions, etc.)

**Please note:** To ensure uploaded documents remain in your desired format, it is recommended that you use Portable Document Format (.pdf).

## STEP 6. Pay for and submit application.

Once you have completed all four quadrants—Personal Information, Academic History (downloaded and submitted a Transcript Request Form to your registrar), Supporting Information (requested three letters of recommendation), and Program Materials—you are ready to pay for and submit your application. You will receive an automatic discount on your initial application if it is paid for and submitted by **Tuesday, September 19, 2017**.

**Please note:** *If you are planning to apply to more than one fellowship site, we recommend that you complete at least one application as soon as possible. It will facilitate quicker processing for future applications.*

## STEP 7. Check application status.

It is your responsibility to monitor the status of your application, including receipt of letters of recommendation and transcript(s). You can track your status via the “Check Status” tab of your application. To better understand the application statuses, please view the table below:

Application Status	Definition
In Progress	Program(s) selected, but application not paid for or submitted.
Received	Applicant has completed and submitted all required materials and payment has been received. However, graduate transcript(s) and/or letters of recommendation are not yet in NAFCAS.
Complete	Applicant has completed and submitted all required materials, payment has been received, graduate transcript(s) received and scanned by NAFCAS, and letters of recommendation uploaded by recommenders. This status is required by the deadline.
Verified	Applicant has completed and submitted all required materials, graduate transcript(s) received and scanned by NAFCAS, and letters of recommendation uploaded by recommenders, and payment has been received. GPA verified.

As long as your application is in “Complete” status by **Monday, October 2, 2017 at 11:59:59 Eastern Time**, your application will be considered for the administrative fellowship position.

For questions on how to complete the application, your application status and/or requirements, please, visit the [Application Help Center](#). For additional assistance, contact NAFCAS Customer Service at 857-304-2094 or [nafcasinfo@liaisoncas.com](mailto:nafcasinfo@liaisoncas.com).