

# The Seven-Step NAFCAS Application Process

The NAFCAS 2019-2020 Application Cycle 2 will be open to applicants from Monday, November 25, 2019 to Friday, January 31, 2020.

*Note: Application deadlines may vary for fellowship sites during NAFCAS Cycle 2. If a fellowship site has indicated a “rolling” deadline, they will accept applications on a first come, first serve basis. We recommend applying sooner rather than later.*

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.

Applicants should note the following information about Cycle 2:

- NAFCAS Cycle 2 will have fewer fellowship sites looking to fill administrative fellowship roles that will begin in the summer of 2020.
- Applicants should read all program materials and deadlines carefully. Each fellowship site has its own unique application deadline. Deadlines may vary from site to site.
- Applicants are required to submit graduate school transcripts. To ensure timeliness, please be sure to request this from your graduate program as soon as possible this. Please refer to Step 2.
- If you are an applicant who applied during NAFCAS Cycle 1, please note the following:
  - If you completed and submitted an application during NAFCAS 2019-2020 Cycle 1, the same application information and documents will be used for NAFCAS 2019-2020 Cycle 2.
  - If you applied to a fellowship site during NAFCAS 2019-2020 Cycle 1 that is also recruiting in NAFCAS 2019-2020 Cycle 2 and you are interested in **re-applying** to that site, you will not be required to pay for a new application. In this situation, please reach out to the fellowship site directly so they may review your application. Please see the example below:
    - Bob applied to ABC Health System during Cycle 1. Bob’s application was submitted on/or before the October 2, 2019 deadline.
    - ABC Health System is now recruiting during Cycle 2. Bob should contact ABC Health System and notify them he submitted an application during Cycle 1, he has not yet accepted an administrative fellowship role, and he is interested in being considered for the available position at ABC Health System.
    - ABC Health System may then use the previously submitted application (if it is in “completed” or “verified” status) to reconsider the applicant.
  - If you are applying to a new fellowship site that you did not apply to during Cycle 1, you will be required to pay the application fee.

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## STEP 1: Create a NAFCAS account.

Prospective applicants should start by creating an account using the online application portal which can be found at <https://nafcas.liaisoncas.com/applicant-ux/#/login>

## 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

If you are interested in submitting transcripts electronically please know that NAFCAS only accepts electronic transcripts from Credentials Solutions, Parchment, and National Student Clearinghouse. If your school does not offer any of these services, your transcript must be sent by mail to the address listed above. Please note that electronic transcripts are not the same as emailed transcripts. We cannot accept transcripts sent via email.

If your school requires that you use a service other than Credentials Solutions, Parchment, or National Student Clearinghouse, you should ask that service to mail the transcripts instead of sending them electronically. Since you cannot include the Transcript Request Form, you should include your full NAFCAS ID number when entering the NAFCAS mailing address.

For more information on transcripts please visit: <http://bit.ly/NAFCAStranscripts>

**Please note:** Your application is *not* 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.

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## 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.

***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
<b>In Progress</b>	Program(s) selected, but application not paid for or submitted.
<b>Received</b>	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.
<b>Complete</b>	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.
<b>Verified</b>	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” or “Verified” status by **the application deadline as listed by each individual site**, 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).