

Commonly Asked Questions

Do I need to be a GSA member?

Yes. If you need to sign up or renew, please visit <http://www.geosociety.org/members/>. Keep in mind that the registration and other GSA databases exchange data each night. Therefore, the day you pay for membership, you will not have access to the database. You will have access the following day once the two systems have communicated.

Do I need a résumé or CV?

No. Your “résumé” is your on-line application which you fill out after you log in. This process asks contact information, as well as program specific questions.

Do I need a cover letter?

Yes. Our committee relies very heavily on this letter when they make their selections, so it is important you spend some time on it. Please make sure you thoroughly address why the program would be useful to you and what your career plans are.

Who should I address the cover letter to?

Address it to either the Program Manager or the Selection Committee. You do not need to set it up in business letter format. You only have 2500 characters for your cover letter, so you should concentrate on the letter content, not the addresses and salutations.

How long should my cover letter be?

There is a 2500 character limit (including spaces). When you reach the limit, it will cut off anything that does not fit. Therefore, concentrate on the letter content, not the salutations. Also, every cover letter will lose all formatting when you view it. This is how the committee sees every cover letter so do not be alarmed.

Make sure you view your finished cover letter!

Once you reach your 2500 character limit, the committee will not see any additional information. If you cut and paste your cover letter from Word, please make sure our system captured the entire letter.

Can I apply if I am not a US citizen?

Yes, anyone, anywhere can apply.

Do I need to submit my application?

Once your on-line résumé/application is finished you hit the ‘save and continue’ button. This does not submit your entire application, it just submits the information you entered into the on-line form to our

database. You may edit this information as often as you like until the deadline. There is no formal process to submit your application.

How do I submit my letter of recommendation?

They are submitted on-line. After you save and continue your on-line résumé/application you will go to your personal landing page. At the top of the page, it will say “Welcome, (and then your name will appear)”. There you will go to the Letter of Recommendation section and ‘request letter of recommendation’. You will type in the name and e-mail address for the individual you are requesting a letter from. They then receive an e-mail from our system with a distinct URL where they need to enter their email, pin, and letter. This must be done on-line. No mailed or e-mailed letters are accepted. Also, please make sure when you type in the e-mail address that no spaces are entered.

How many letters of recommendation do I need to apply?

You only need to have one letter of recommendation for your application to be considered complete.

Do I need to submit a transcript?

No, not initially. From your personal landing page you will need to enter all the relevant courses you have taken and the grade you earned. These are reviewed by our selection committee. If you receive the award, then copies of transcripts are requested.

How long after the deadline will I hear if I received the award?

After the deadline, the program manager needs several days to prepare the data for the selection committee and the committee needs at least 2 weeks to review it. It is generally 3-4 weeks after the deadline when everyone is notified whether or not they will receive the award.

How do I know that my application is complete?

From your personal landing page (when you log in after your on-line application is complete), you can view and edit your cover letter, you will see when your letter of recommendation was received, and you may view and edit your on-line resume/application. When everything has been received, your application is complete. There no formal "submit" button.