



Spring 2025 Application Instructions

1. All application components submitted by applicants must be in pdf format and assembled in the order shown in the Application Checklist below.
[A single pdf of the entire application is preferred.](#)

2. All documents requiring signatures must be signed.

3. Completed applications must be e-mailed to Program Coordinator, no later than 5:00 p.m. on **December 13, 2024**

Program Coordinator Contact Information

Jill Sadey, Academic Personnel Office

Email: jill.sadey@ucr.edu

Phone: (951) 827-2936

4. The application will be considered complete only if all items on the Application Checklist below are received by the final deadline.

Application Checklist

A complete application packet consists of materials submitted by applicant:

Materials Submitted by applicant in single pdf format, preferred

- ✓ a) Complete 2 page application
Includes: Application information, answer to reflection question and signatures
- ✓ b) Current curriculum vitae