

Tips for Applicants to Research Trainee Programs

We welcome your application! MD Anderson offers a unique opportunity for students and trainees to learn in an environment where cutting-edge research is translated directly to cancer care. You'll begin the application process by completing an Inquiry Request Form in the Slate admission system.

[View the introductory video](#) and follow these steps to begin the process:

Prepare to Complete the Inquiry Form (pre-application process)

Note: Before you begin, confirm that you have all materials listed in step 3 below. You will not be able to save a draft of the form and return to it later; you must complete the form and upload all documents in one sitting.

1. Locate the position of interest on MD Anderson's [Open Trainee Position](#) web page.
2. Note the qualifications and specific requirements associated with the position you are interested in applying for. Confirm that you meet all requirements before you begin the application process.
3. Note the name of the Department and the Faculty Mentor. (You will need this information to complete the Inquiry Form.)
4. Carefully review the information on the [How to Apply](#) web page, including details on education credentials, required immunizations, drug and tobacco testing procedures, sanction checks and criminal/personal background checks that will be needed and VISA clearance. You will be responsible for meeting all relevant requirements as described on this web page.
5. **Gather the information and documents required to complete the Inquiry form:**
 - a. Demographic information
 - b. Names and email addresses of two professional recommendations
 - c. CV, resume or biosketch (If more than one document, combine into a single pdf)
 - d. Degree information, including institution, major, start and end dates, and degree conferral date)
 - e. Publication information (journal, date of publication, title) and a pdf of the manuscript(s). At least one publication is required to apply for a position.
 - f. Statement of research experience and interest.
It is recommended that you draft this statement in Word or another word processing software, using the Word count feature to ensure that you do not exceed the 700 word limit. You can then copy and paste the text into the form field.
6. Follow the link provided in the position description on the [Open Trainee Position](#) website to access the Inquiry Form and begin the pre-application process.

Note:

If you are prompted to create an account, make certain that your name, date of birth and email address are entered correctly.

If you previously used the Slate system to apply for a trainee position, make certain you are using the name, date of birth and email address associated with your previous application. This will avoid duplicate accounts and allow you to view all your application information, including status, in one area.

Complete and Submit the Inquiry Form

1. Complete all sections of the Inquiry Form, uploading documents as required (e.g., CV, publications).
2. Click the “**Submit**” button.
3. A confirmation screen will appear, with an invitation to create an account in the Slate system.

Note: Copy the PIN on the screen; you will be asked to supply it in the next step. If you forget the PIN, you may retrieve it from an email, sent to you separately.

4. Enter the PIN to create a Slate account, choosing a secure password when prompted.
5. Click the link and select “**Add Recommender**” to enter contact information for two individuals who have agreed to provide a professional recommendation on your behalf. (They will be contacted on your behalf.)

Next Steps

1. If you are recommended to advance to the next phase of the review process, you will receive an email notification. (This will not occur immediately.)
2. The email will contain an invitation to complete the full application. Upon receiving the invitation, log into the Slate system with the email address and password you created when providing the recommenders.
3. Complete all pages of the full application, uploading documentation as required.
You will need:
 - a. Personal and demographic information
 - b. Academic history
 - c. Credential evaluation for non-U.S. degrees (instructions are embedded within the application form)
 - d. Information about prior state service
 - e. Documented immunization status
 - f. Tobacco-free attestation
4. You can visit the pages in any order. You can also save the application and return to it at a later time by logging in to the MD Anderson Slate system.
5. When you have completed the application, select “**Signature**” from the left navigation to enter an electronic signature.

When your application packet is complete, all documentation has been provided and the faculty review and program review is complete, you will receive a notification email.