Confex Instructions for MFP Doctoral online application:

These instructions are specific to how to navigate the online submission system. For detailed instructions on eligibility and required document files, please see the Application Instructions.

Call for Fellowship Applications: To begin your application, select "Begin an Application" on the main application page under Current Student (if currently enrolled /registered for courses in a doctoral program at the time of this application) or under Incoming Student (if accepted or anticipating acceptance in a doctoral program for Fall 2015).

Search for a person: Type in your last name and Email address. Even if this is your first time using the system, this is required.

Applicant Information: Enter your name, email address, and all other required information. Under *Institute or Organization* enter where you are currently enrolled. Click *Save and Continue* to move onto the next step.

Following this step, you will receive an application ID and password via an automated email. Anytime during the course of your application submission process, you may log off of the system by closing your browser. To log back in, use the ID and password provided in the automated email.

Application: On the next page, click Application to proceed to the application upload page. Please be sure that all required application materials are saved as PDF documents. Other file formats will not be accepted.

Click *Browse* to search your computer for the file to be uploaded. Note, this file should correspond with the *Type of Upload* category option you have selected from the dropdown list provided. For example, if you select *Application* then your application file should be uploaded*.* To complete file upload, click on *Save.*

You will be prompted to continue these steps until all files required for your submission have been uploaded. Once you have uploaded all documents required for your submission, you may click *Save* and then click *Confirmation.*

Submission Review/Proof*:* Check all of your application materials to ensure accuracy and make changes if necessary. You may also print this page.

Once you have reviewed your application, you must scroll all the way down to the bottom of the page and click *Conclude Submission.* Please be advised that your application has not been successfully submitted unless you complete this step.

You will receive a confirmation email verifying that your application has been received.

When you have completed your submission, you may close the browser window to exit the system.