

How to Apply for a Fellowship on Symplicity: Greenebaum, Johnston & Edwin Perry

Step 1: Review the List of Fellowships and determine to which you wish to apply [OCI tab]

- From the Symplicity Home page, click on the OCI tab in the left sidebar menu.
- Make sure you are in the proper session – “2019 Public Service Fellowships”.
- Review the information for the different fellowships by clicking the “Review” button next to each name and note whether you need to download an application or other materials to apply from the Document Library on Symplicity.

Step 2: Complete and upload your application materials to Symplicity [Documents tab & Resources tab]

- If your fellowship has an application you must complete to apply, download it from Document Library on Symplicity (located under the Resources tab).
- Complete the application(s) then go to the “Documents” tab on the left sidebar of Symplicity’s homepage to upload the application under the “Other Documents” radio button.
- Upload your resume, cover letter and any additional documents the fellowship application may require. They must be uploaded under the Documents tab in Symplicity before you may apply for the fellowship. To upload your documents, click on “Add New” and upload each of your documents under the appropriate radio button.

Resumes - You may upload more than one version of your resume. If you have multiple versions of your resume uploaded, you must select one version to serve as your “default”.

Cover Letters – You may upload more than one version of your cover letter. If you have multiple versions of your cover letter uploaded, be sure to select the correct letter to the corresponding employer. Address your cover letter to: Laurel Hajek, Assistant Dean Office of Professional Development, Brandeis School of Law, Louisville, KY 40292.

The Application – Please read carefully to be sure you include all the documentation requested. The application will be uploaded under “Other Documents”.

Additional Documents required for fellowship applications will be uploaded under “Other Documents”. The additional documents will depend upon the fellowship to which you apply.

Make sure all required documents are submitted.

Step 3: Apply for the fellowship on Symplicity [OCI tab]

- From the Symplicity Home page, click on the OCI tab in the left sidebar menu.
- Select the proper session – “2019 Public Service Fellowships” and then select the fellowship for which you want to apply.
- Click the “Review” button and read all the information contained on the fellowship’s application page.
- Make sure the documents you uploaded in Step #2 appear so you may apply.
- After you have selected all the requested documents for the fellowship, click “Apply”. You will know you have successfully applied if the “Apply” button changes to “Withdraw”. Once this occurs, if at any time before the deadline you wish to withdraw or change your application materials, you may do so by simply clicking the “Withdraw” button, making the necessary changes to your documents, and then reapplying.