IMPORTANT: Summer Internship Application Instructions – Read First

This application portal is designed to enable you to provide all the information necessary for Novartis scientists to review your application. There are a series of tasks that you must complete in order to submit your application. Tasks must be completed in sequence to progress to the next task. An application that does not have all tasks completed cannot be submitted.

Eligibility: You must complete an eligibility assessment. Eligibility criteria can be found at https://www.novartis.com/careers/early-careers/us-biomedical-research-internship-programs. If you are not eligible for this program, you will not be able to proceed with the application process and will receive an email notification stating that you are ineligible for this program.

Documents to Upload: All documents requested must be in pdf format and follow specific file naming rules. The documents that will be requested are: your cover letter, your curriculum vitae (CV) or resume, your personal statement, recent transcript, and request 3 letters of recommendation (your recommenders will upload their letters directly to your application). It is advisable to have these document files available in the correct format prior to beginning your application. The document file naming rules are:

<div align="center">lastname_firstname_document type.pdf</div>

A specific example is: smith_jane_transcript.pdf

Completing Tasks: As you progress through the application, you must choose **Mark as Complete** to progress to the next task. You also have the option to **Save and Continue Editing** This option allows you to save your work, exit the application portal, and return at a later time to continue with your application.

Review Your Application: You have the option to review your application before submitting it. Click on **Review** button to see your completed tasks. If you need to edit completed tasks, you will need to return to that task, click on the 3 dots in the upper right-hand portion of the task and select Edit. When you have finished editing the task, select **Mark as Complete**.

Submit Your Application: When you have completed all tasks, reviewed your application and are satisfied with your responses, you will see an option to **Submit** your application. **NOTE:** You will not have the option to edit your application after it is submitted