How to Apply for a JBS Program

Step 1: Go to the JBS application page at http://www.brandeis.edu/jbs/apply/application.html or click on the “Apply Now” buttons found throughout our website. This will take you to the application home page as shown below. Please note: you can also stop at any time and return later to complete your application.

Step 2: Click on “Create an account” to begin a new application. Your Brandeis UNet logins will not let you log in to this application system – you must first create an account.

Step 3: Please enter the requested information (Email Address, First & Last Name and Birthdate) to create a new account. Then click “Continue”.

[Image 1: Application Management]

[Image 2: Register]

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Step 4: You will need to log into your email (the one you provided in the previous step) to retrieve the email to activate your account. Once you open the email, click “Activate Account”. (You’ll want to copy the temporary PIN, as this is needed for the next step)

Step 5: Please enter your temporary PIN from the email and the Birthdate, as entered in step 3. Then click “Login”.

![Email activation screen](image-url)

![Login screen](image-url)
Step 6: Create a new password for your account. This must include the following: at least 8 characters long, with at least one letter, one capital letter and one number. You will need to re-enter this into the "New Password (again)" line. Then click “Set Password”.

Step 7: On the home page, click on “Start New Application”.
In the pop-up window, click “Create Application” to begin a JBS application.

Then, in the pop-up window, click “Open Application”
Step 8: You will be taken to the Instructions page of the application. Carefully read the instructions and then click “Continue” at the bottom of the page to proceed to the Personal Information page.

Step 9: On the Personal Information page, please enter the requested information-making sure to include at least one telephone number. Click “Continue” at the bottom of the page to proceed to the JBS Programs page.
Step 10: On the JBS Programs page, select the program you are applying to and provide some additional information (like your Sage ID). You will also be asked if you receive Financial Aid and if you will be seeking aid for the JBS program. Please note that your financial aid needs have no impact on admission decisions to the JBS program. Since there are limited spaces in each JBS, and limited scholarship funds, it is to your advantage to complete your application as swiftly as you are able. Then click “Continue” at the bottom of the page.
Step 11: Please upload, or cut and paste, your JBS essay. Note: some JBS programs will ask for more than one essay. If you have not yet written your essay, you can also stop your application at any time and return later to complete your application.

Step 12: On the Recommendation Information page, please select “Add Recommender.” Only one recommendation is required for your JBS application to be considered. Please perform this step again if you are asking more than one person for a recommendation.
Step 13: Please fill out the name and contact information for your recommender. Your recommender will automatically be emailed a link to fill out a online recommendation form. Also, if they already have a recommendation letter written for you, they will have the option to upload that as well. You will receive an email once your recommender has submitted on your behalf. If your recommender does not submit a recommendation within a reasonable time frame, you can remind them through the application system, or add another recommender through the previous step.

Step 14: On the Additional Information page, tell us about how you heard about the program and click “Continue.”
Step 15: Review the terms and conditions associated with your application, and agree to these terms by typing your name. Then click “Confirm” at the bottom of the page to proceed.

Step 16: On the Confirm and Submit page, if there are any errors or if you are missing required information, you will be prompted to navigate back and enter in the missing information. If your application is complete, you have the option of reviewing your application or saving it for later. When satisfied, click “Submit Application.” You will receive an email confirmation to the email address connected to your application.
Step 17: You have now submitted your application, but it will not be reviewed until the following conditions are met:

- Your recommender needs to submit your recommendation. You will receive an email once your recommender has submitted on your behalf. If your recommender does not submit a recommendation within a reasonable time frame, you can remind them through the application system, or add another recommender through Step 12 of this guide. Only one recommendation is required for your JBS application to be considered.

- If you are seeking Financial Aid, you need to have an appointment with a financial aid counselor in Student Financial Services in Usdan to discuss your loan options and any JBS scholarships which may be available to you. There is a limited amount of JBS scholarship funds available, so it is to your advantage to make this appointment right away.

- While waiting for your admission decision, you may want to secure your finances for the summer JBS. The total tuition cost for the program is $12,750 and a $750 deposit is due within 10 days of acceptance to secure your space in the program.

As always, if you have questions or problems with your application, you can contact the JBS Program in the Summer School Office at jbsprogram@brandeis.edu.