Apply to University of Chicago Summer Programs
A student’s guide to getting started
AdviseStream

To create an account, go to https://uchicago.advisestream.com/signup. If you already have an AdviseStream account click Log in at the bottom of the screen.
Sign up

Enter all required fields. If your institution name is not listed, click + add new institution to the list.

Use the sign up token associated with the program you are applying for:

**CAMP:**
f4ddf24e61816141d584edc1b09488c2

**PSOMER:**
f4ddf24e61816141d584edc1b09488c2

Click Get Started to finish creating your account.
Welcome email

Look for a welcome email with your temporary password, then navigate to https://uchicago.advisestream.com to log in.
Getting Started

After logging in, complete each step of the getting started.
Getting Started

On the final page, click the icon next to **Apply for University of Chicago Summer Programs** to get started with your applications, or click **finish** to navigate to the dashboard.
Dashboard

Navigate to your application (under Apply->Opportunities) in the top navigation or by clicking the Opportunities Planner on the dashboard.
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Opportunity Planner > Search Opportunities

A green flag will be next to the opportunity you plan to apply for (token entered during sign up). Clicking the opportunity name to show a summary of information. If you are no longer applying for that opportunity or entered the wrong token, hover over the flag to remove it, and flag the correct opportunity. Flagged opportunities will be adding to “My Applications”
Opportunity Planner > My applications

Navigate to “My Applications” and click **Begin Application** to start your application process.
Application

Fill out all fields on the application page, and upload required documents on the uploads tab.
Application > Evaluations

Navigate to the “Evaluations” tab to request Letters of Evaluation. Begin with the click to add evaluator button.
Application > Evaluations

Enter a name to search evaluators who have Advisestream accounts. Select the evaluator and click add.

If you do not see the person you are looking for, click create new evaluator.
Application > Evaluations

After you have added an evaluator, the tabs on the side of the page will become active. Update evaluator information as needed, then navigate to the other tabs to prepare your letter request.

Navigate back to your Evaluations page at any time by clicking Evaluations. This information will be saved. You can return at a later time to finish the letter request.
Application > Evaluations

Navigate to the files section to attach files for your evaluators reference. You may choose to include a resume or cover letter. This is optional.
Application > Evaluations

Sign the FERPA Waiver by selecting your waiver choice and entering an electronic signature. Click sign FERPA. This is required in order to send a letter request.
Application > Evaluations

Review any attached files and your FERPA Waiver decision. Click Request Letter. This will send a login email to your evaluator where they can upload a letter.
Application > Evaluations

Request additional evaluations. You can track the status of each letter, and send a reminder or a message to your evaluator.

After you have requested the minimum number of evaluations and completed each section of the application, click **Submit Application**.
Opportunity Planner > My Applications

Track the status of your application here.
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How to get help in AdviseStream

1. Contact Support

For technical issues, use the gray **Support** button located at the bottom of every page. This will send a message to the AdviseStream support team.