

## Instructions to apply online for the MetLife Actuarial Development Program

### **Apply online**

Click on the appropriate link in the For Students section of the MetLife website. If this is not your first visit, skip to “Returning users” below.

### **Register with the site**

When applying for the first time, you must register with the site after you click on Apply Now. Use a valid email address for the User Name. Valid passwords are 8 to 16 characters long, containing letters a-z, A-Z and numbers 0-9. If this is your first visit, skip to “Create a resume” below.

### **Returning users**

If you are using the link in the For Students section of the MetLife website ([www.metlife.com](http://www.metlife.com)) to reach a previously “Saved for Later” application, click on “Return to Previous Page” rather than on the Apply Now button to reach the Careers Login page. We recommend you bookmark this page for future visits.

### **Careers page**

Access a previously saved application by entering your User Name and Password in the Login section. Once on the Welcome page, in the My Career Tools section, click on the word Application to view your previously saved information.

Feel free to explore other job postings. The Latest Job Postings section on the Careers page reflects the most recently posted MetLife jobs. Click on the Next arrow to view the next page of jobs.

### **Update a saved application**

On the Careers Home page, click on the Applications link in the My Career Tools box. Click on the Job title (Actuarial Summer Intern or Actuarial Assistant, as applicable) to view the application.

### **Create a resume**

You can upload an existing resume or copy/paste the information in the provided fields.

### **Complete the application**

Fill in as many fields as appropriate before clicking Submit. Additional information follows:

Work Experience: enter relevant experience only. Additional experience can be shown on your resume.

Education History: provide your Post-Secondary Education. Primary/Secondary education information is optional.

Licenses and Certificates: scroll down the list to locate and select the needed license/certificate. For example, select “Associate, Society of Actuaries” if you hold that designation.

Languages: indicate languages you are fluent (besides English).

References: not required, but feel free to include one.

Referral information: indicate how you heard about the MetLife Actuarial Development Program. If you saw it on the SOA website, select ‘Professional Association’ and indicate ‘soa.org’ as the Specific Referral Source.

### **Save the application**

You can save the application at any time and return to it later. At a minimum, however, you must answer the Application Questionnaire and Referral Information sections to Save for Later.

### **Submit the application**

Complete the sections on the second page as appropriate. “I agree” must be selected under Terms & Agreements to enable the final Submit button. Once submitted, the application cannot be changed. You will receive a confirmation email after successfully submitting the application. The application can be viewed online by returning to My Career Tools.