



THE HUTTON JUNIOR FISHERIES BIOLOGY PROGRAM

Check List for Submitting a Student Application

I. Before you start your application, make sure to do the following:

- Read the Hutton Program's [About Us](#) and [FAQs](#) pages
- Read the program's application requirements and eligibility. (Read about it [here](#))
- Check the program's deadline
- Contact prospective references to complete the recommendation forms
- Contact your school's registrar to provide your academic transcript

II. Do you have the following documents ready?

- Application form (Hardcopies can be downloaded on the [Student application page](#))
- Official copy of your student transcript
- Statement of Interest
- Responses to Two Open-Ended Questions
- Academic Letter of Recommendation (*from a science, math or English teacher*)
- Character Letter of Recommendation (*from a supervisor, community or organizational leader, a different teacher or other adult*)

III. Are you ready to apply? Great! Remember to do the following:

- Decide how you want to apply: Online or hard copy
- If you re filling out a hardcopy, you must send your application by express mail or email to hutton@fisheries.org or by Fax to **301.897.8096**
- Fill out **ALL** sections correctly
- Download and provide each of your references the letter of recommendation form. *Make sure your reference is aware of the deadline and submission options (see below)*
- If you are completing your application online and sending your letter of recommendation forms and transcript by express mail or by [email](#) or Fax, **remember** to upload a Word doc to each respective field that states the document will arrive via email, fax or mail
- Make sure you complete your statement of interest

(Tip: Type your Statement of Interest in a separate document, proof read it then copy and paste it unto the online application section)

- Make sure you complete your responses to Two Open-Ended Questions.
(Tip: Type your statement of interest in a separate document, proof read it then copy and paste it unto the online application section)
- **DO NOT** upload photographs or video materials
- If you were recruited by a Mentor, fill out his/her name in the section provided
- Make sure you click on the online *electronic signature* box for consent (for online applicants)
- After you submit your application, you will receive a confirmation email. If you **do not** receive a confirmation email, please send us a email at hutton@fisheries.org

IV. Application Submission Options:

- ✓ You can apply **Online** or download and complete a **hardcopy** application form (found on the [application page](#))
- ✓ You or your reference can send the required application documents (application form, transcript and recommendation letters) to the following options:
 - Email to Hutton@fisheries.org
 - By express mail to this address:

American Fisheries Society Hutton Program
425 Barlow Place, Suite 110
Bethesda, MD 20814-2199
 - By Fax to **301.897.8096**

V. Have any specific Questions?

Send a message to Hutton@fisheries.org

or

Mohammed Hossain, Education Program Coordinator, mhossain@fisheries.org