



## 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 **\*Application closes February 15<sup>th</sup>, 2019\***
- 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 for upload into the [Online Student Application](#)?

- 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:

- AFS will now only accept **ONLINE APPLICATIONS**
- 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](#), **remember** to upload a Word doc to each respective field that states the document will arrive via email or express 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 into 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](mailto:hutton@fisheries.org)

#### **IV. Application Submission Options:**

- ✓ The Student Application is now **Online**
- ✓ Your school/references are allowed to send the required application documents (transcript and recommendation letters) to the following options:
  - Email to [Hutton@fisheries.org](mailto:Hutton@fisheries.org)
  - By express mail to this address:

American Fisheries Society Hutton Program  
425 Barlow Place, Suite 110  
Bethesda, MD 20814-2199

#### **V. Have any specific Questions?**

Send a message to [Hutton@fisheries.org](mailto:Hutton@fisheries.org)

Or

Contact AFS Educational Program Coordinator, **Mary Webb Banning**, at [mbanning@fisheries.org](mailto:mbanning@fisheries.org) or (301) 897-8616 x204.