**THE HUTTON JUNIOR FISHERIES BIOLOGY PROGRAM**

Checklist for Submitting a Student Application

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

* Read the Hutton Program’s [About Us](http://hutton.fisheries.org/about-us/) and [FAQs](http://hutton.fisheries.org/faqs-2/) pages
* Read the program’s application requirements and eligibility. (Read about it [here](https://hutton.fisheries.org/students/student-411/))
* Check the program’s deadline \*Application closes February 15th, 2021\*
* Contact prospective references to complete the recommendation forms
* Contact your school’s registrar to provide your academic transcript

1. **Do you have the following documents ready for upload into the** [**Online Student Application**](https://hutton.fisheries.org/student-application/)**?**
2. Official copy of your student transcript
3. Statement of Interest
4. Responses to Two Open-Ended Questions
5. Academic Letter of Recommendation *(from a science, math or English teacher)*
6. Character Letter of Recommendation *(from a supervisor, community or organizational leader, a different teacher or other adult)*
7. **Are you ready to apply? Great! Remember to do the following:**

* 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](mailto:hutton@fisheries.org), ***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 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](mailto:hutton@fisheries.org)

1. **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

1. **Have any specific Questions?**

* Send a message to [Hutton@fisheries.org](mailto:Hutton@fisheries.org) or AFS Educational Program Coordinator, **Mary Webb Banning**, at [mbanning@fisheries.org](mailto:mbanning@fisheries.org)