

## 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](#) 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>, 2022\***
- ★ Contact prospective references to complete the recommendation forms
- ★ Contact your school's registrar to provide your academic transcript

#### 2. Do you have the following documents ready for upload into the [Online Student Application](#)?

1. Official copy of your student transcript
2. Statement of Interest
3. Responses to Two Open-Ended Questions
4. Student Transcript
5. Letter of Reference Form (from teacher or community member)

#### 3. 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](#), **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 into 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)

#### 4. 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

**5. 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)