**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 14th, 2022\*
* 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. Statement of Interest
3. Responses to Two Open-Ended Questions
4. Student Reference Form *(from a science, math or English teacher, a supervisor, community or organizational leader, a different teacher or other adult)*
5. Copy of your most recent student transcript
6. **Are you ready to apply? Great! Remember to do the following:**

* Fill out **ALL** sections correctly
* Download and provide your recommender with the Student Reference Form
  + - *This is the only form accepted with Student Applications this year. Please let your recommender know of the February 14th, 2022 deadline.*
* Make sure you attach your completed and proofread 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 attach your completed and proofread answers to the MANDATORY question (#1) and one of the two additional Open-Ended Questions.
  + - *Tip: Save each response as a different WORD or PDF document*
* **DO NOT** upload photographs or video materials
* If you were recruited by a Mentor, please remember to indicate his/her name in the associated blank on the online questionnaire
* Make sure you sign the online *electronic signature* box for consent
* REMEMBER TO SUBMIT! If you **do not** receive a confirmation email after you click submit, please send Mary Webb Banning an email at [mbanning@fisheries.org](mailto:mbanning@fisheries.org).

1. **Additional Information:**

* Your Student Reference Form and most recent transcript can be emailed directly to [hutton@fisheries.org](mailto:hutton@fisheries.org) with the subject “Student Reference Form\_ApplicantFirstInitialLastName” OR “Transcript\_ ApplicantFirstInitialLastName”
  + Example: StudentReferenceForm\_JDoe OR Transcript\_JDoe
* We encourage all application materials to be submitted electronically, but if you need to submit anything by mail, please address it to the following:
  + American Fisheries Society

c/o The Hutton Program

425 Barlow Place, Suite 110

Bethesda, MD 20814-2199

1. **Have any specific Questions?**

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