

## Summer Student Application Instructions

### A. Are You Eligible:

There are specific eligibility requirements for applicants to this program. At the time of participation in the program, a high school student must (1) have completed Grade 11 or Grade 12; and (2) be at least 16 years old. At the time of participation in the program, a college student must (1) be enrolled as a full-time undergraduate student, (2) have at least one semester of undergraduate school remaining before graduation. All applicants must be either a U.S. citizen or permanent resident. Make sure that you are eligible before completing the application. If you have questions about eligibility, contact us at the locations listed in section D below.

### B. Required Documents:

A complete application consists of the documents listed on the Checklist, Section E of this form.

### C. Submission:

Assemble your application documents in the order listed on the Checklist (page 2).

*Note: We prefer to receive your complete application in one envelope. However, if this is not possible, please send in what you can, and we will add recommendation letters and transcripts to your file as necessary.*

Mail the application envelope to:

Education Office  
The Jackson Laboratory  
600 Main Street  
Bar Harbor, ME 04609-1500

Your application must be postmarked by the first Monday in January. We will not review late applications.

We will not review applications that are sent by fax.

### D. If you have questions:

Email: [summerstudents@jax.org](mailto:summerstudents@jax.org)  
Telephone: 207-288-6250 or -6849

## E. Checklist

Please assemble your application in the following order:

- Acknowledgement postcard (you will need to buy a postcard to include with your application)
- Please prepare a postcard, addressed to yourself, with the following message: "This acknowledges that we have received your application to the Summer Student Program." Once we receive your application we will sign and date it, and mail your postcard back to you to confirm receipt.
- Please make sure you put a stamp on your self-addressed postcard.
- Attach the postcard to checklist.
- Sign and place the "checklist" on top of the application form.
- Application form (please make sure all information is complete)
- Essay
- Two recommendation forms with attached narrative evaluation from faculty familiar with your science record. *Note: Please make sure the recommendations are in a sealed envelope, with the faculty member's signature across the seal. If possible, please include the recommendation letters in your application packet.*
- Transcripts (if you are in your first year of college please include your high school transcript)
- Student driver application (optional for college students who will be 21 before the start of the program)
- I certify that this application is complete.

**Date:**

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**Printed name of applicant:**

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**Signature of applicant:**

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