

SSRP Student Application Submission Instructions

1. Submission of Applications
 - a. Applications can be submitted electronically via the link found on the SSRP website <http://www.chori.org/ssrp> or via mail to: Attn: Admissions, CHORI Summer Student Research Program, 5700 Martin Luther King Jr Way, Oakland CA, 94609
 - b. Please do not submit applications by E-mail
2. Submission of References
 - a. All references must be submitted by your instructor/mentor. No link will be sent for submission of reference. It is your job to solicit, remind, and give the provided guidelines to your reference writer.
 - b. Electronic references can be sent to the SSRP E-mail (ssrp@ucsf.edu)
 - i. Electronic submissions should be sent from the professional E-mail of your reference writer. The subject should include students first and last name (i.e., First Last Reference Letter)
 - ii. The attached document should be sent as a PDF, with proper letterhead and signature. Please note this document should be labeled as First Last _ Reference Letter
 - c. Mailed references can be sent to: Attn: Admissions, CHORI Summer Student Research Program, 5700 Martin Luther King Jr Way, Oakland CA, 94609
 - i. Mailed references should be sent separately from application or attached to the application in sealed signed envelopes.
 - ii. References should be submitted on letter head and include a signature
3. Submission of Resume & Personal Statement with Electronic Application
 - a. When attaching your resume and personal statement to your electronic application please save/attach file with your first and last name and what the document is (i.e., First Last _ Personal Statement or First Last _ Resume)
 - b. Attach only documents as .docx/.pdf, google docs are NOT accepted
4. Submission of Unofficial Transcripts
 - a. Official transcripts are not required. Print or scan your unofficial transcripts from high school, gateway account, or other undergraduate account and submit with your mailed or electronic application. Transcripts must be legible.
 - i. When attaching unofficial transcript to electronic application please save/attach file with your first and last name and what the document is (i.e., First Last _ Unofficial Transcript)

All aforementioned items are required for application to be complete. Applications without all elements are considered incomplete and will not be reviewed for selection.