



Summer Student Research Program Application Submission Instructions

Submission of Application

- a. Applications can be submitted electronically via the link found on the SSRP website summerstudents.ucsf.edu

Submission of References

- a. Detailed instructions for your letter writers are provided as a separate document and can be downloaded from summerstudents.ucsf.edu
- b. High school applicants are required to submit one reference letter. Undergraduate applicants are required to submit two reference letters.
- c. All references must be submitted directly by your instructor/mentor. Email reminders will not be sent for submission of reference. It is your job to solicit, remind, and give the provided guidelines to your reference writer.
- d. Students may choose to provide their letter writers with the online SSRP reference form **OR** ask them to provide a written recommendation letter.
- e. Written recommendation letter(s) should be submitted on letter head and include a signature
- f. Written recommendation letter(s) should be sent to the SSRP email (ssrp@ucsf.edu)
 - i. Electronic submissions should be sent from the professional email of your reference writer. The subject line should include students first and last name (i.e., First Last Reference Letter)
 - ii. The attached recommendation letter should be sent as a .PDF/.docx document, with proper letterhead and signature, labeled as First Last Name _ Reference Letter

Submission of Resume & Personal Statement with Electronic Application

- a. When attaching your resume and personal statement to your electronic application, please save/attach files with your first and last name and what the document is (i.e., First Last _ Personal Statement <or> First Last _ Resume)

Submission of Unofficial Transcripts

- a. Official transcripts are not required. Print out your unofficial transcripts from high school, gateway account, or other undergraduate account and submit with your electronic application.
 - i. When attaching unofficial transcripts to your 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 the application to be complete. All submitted documents must be legible. Applications without all elements are considered incomplete and will not be reviewed for selection.