KEYS Research Internship Application Checklist

This checklist is for your own record keeping to help ensure you have submitted all required documentation in order to be considered for the program.

**SUBMITTED ONLINE BY YOU**

- **Application form**
- **Letter of interest**
  - Uploaded to the application form
  - Instructions for writing can be found on the website
- **Student and Parent Agreements**
  - Uploaded to the application form
  - Signed by you and your parents in **BLUE ink**
- **Emails of TWO recommenders**
  - Once you submit your application we will send your recommenders a link to recommend you
  - One must be a science teacher. The other recommender can be another teacher, counselor, club advisor, coach, work supervisor, etc.

**PHYSICALLY MAILED TO THE OFFICE**

- **Official high school transcript**
  - You or your school can mail your official transcript (it must arrive to us sealed by the school).
  - You can also drop it off in person.
  - Address for mailing:

  KEYS Research Internship  
  BIO5 Institute  
  1657 E. Helen St.  
  Tucson, AZ 85719

Questions about your application materials or status? Email us at keys@bio5.org.