

SUMMER HEALTH PROFESSIONS EDUCATION PROGRAM APPLICATION CHECKLIST

- ❑ An AAMC account is required to access the application. [Register for an AAMC account](#) if you do not already have one.

- ❑ Submit the online SHPEP application by **11:59 PM ET February 5th**.

- ❑ Request one copy of an official transcript from **every** U.S., U.S. territorial, or Canadian post-secondary institution you have attended. The institution's registrar's office must mail your transcript to the SHPEP National Program Office to the address **OR** email below. Review the application materials page for a complete list of transcript requirements.

Address:

Summer Health Professions Education Program
AAMC
655 K Street NW, Suite 100
Washington, DC 20001-2399

Email: SHPEPTranscripts@aamc.org

- ❑ Request one recommendation from a pre-health advisor or a college professor within your major field of study. Review the application materials page for a complete list of recommendation guidelines. Designate your recommender on your SHPEP application using the **AAMC Letter Writer application service**. They will receive an email with the appropriate link to complete their reference for your application. **Please do not have your recommender email or mail in your letter or recommendation form.**

- ❑ Application materials must have a postmark/timestamp date no later than February 5th.