



Cancer Undergraduate  
Research Experience

Stephenson  
CANCER CENTER

## Application Instructions

- Applicants must submit all of the following by **January 12, 2018**.
  1. **Application Form**
  2. **Transcripts** – can be either mailed to the address listed below or emailed to [SCCEvents-SpecialPrograms@ouhsc.edu](mailto:SCCEvents-SpecialPrograms@ouhsc.edu). **Please be aware that emailing your transcripts is not secure.** *Must submit both high school and college transcripts.*
  3. **Personal Statement** – attach your 1 page, Times New Roman, 12 pt. font, double spaced, personal statement via the only application system when prompted to add “Personal Statement”. Your personal statement should express your career goals that include a brief discussion of your interest in biomedical research and personal efforts to expand your knowledge and experience in this area. Please discuss how participation in this program will help meet that objective.
  4. **2 Recommendation Forms and Letters** – References must provide a recommendation letter on their organization’s letterhead and a completed recommendation form. Forms and letters should be submitted by the author of the letter via email ([scevents-specialprograms@ouhsc.edu](mailto:scevents-specialprograms@ouhsc.edu)), fax (405-271-5797), or mail (see address below).
- It is preferred that the entire application packet other than transcripts be submitted electronically. However, if this is not feasible, completed packet can be submitted via any of the following avenues:
  1. Scan and e-mail: [SCCEvents-SpecialPrograms@ouhsc.edu](mailto:SCCEvents-SpecialPrograms@ouhsc.edu)
  2. Mail or deliver to:

Events and Special Programs Coordinator  
Stephenson Cancer Center  
800 N.E. 10<sup>th</sup> Street, Room 6065  
Oklahoma City, OK 73104
- Do not use staples for any mailed or delivered material.
- Extra materials, such as additional recommendation letters or resumes, will not be accepted.
- If you have any questions or trouble applying, please email [SCCEvents-SpecialPrograms@ouhsc.edu](mailto:SCCEvents-SpecialPrograms@ouhsc.edu) or contact the Events and Special Programs Coordinator at (405) 271-2537.