



The Association of Minority Health Professions Schools, Inc.

24th Annual Symposium on Career Opportunities
in Biomedical Sciences and Health Professions

April 16-18, 2010* Sheraton Hotel * Birmingham, AL

INSTRUCTIONS ON SUBMITTING YOUR APPLICATION

(For Students Already Selected to Attend)

Application Process:

- Counselors recruit interested students.
- Student submits a paper application form.
- Counselor reviews application and makes student selections.
- Counselor notifies AMHPS of student selections
- Student receives link or goes to AMHPS website to register online.
- Students complete registration.
- If they opt to do so, students submit abstract online.
- Student submits supplemental materials to counselor or recruiter.
- Counselor notifies AMHPS that student application is complete.
- AMHPS sends confirmation letter/e-mail to student that they have been approved to attend the Symposium.

Online Registration:

- After your counselor has reviewed your application and selected you to attend the 2010 Symposium, you will receive a link from your AMHPS recruiter to register online.
- Before you begin registration please make sure you have a credit card to pay the \$30 processing fee or the complimentary code (your counselor will inform you beforehand if this available for you). If you are a high school student there will also be a password you need to begin registration that shall be provided to you by your AMHPS recruiter/counselor.
- Note that you only have 20 minutes until the system automatically times-out.
- Please type your essay (if applicable) separately. Then copy and paste the information into the online system. If you have an abstract please email to abstracts@amhps.org.
- You are encouraged to register as early as possible as slots will fill up quickly.
- After you have submitted your registration online, you will receive a confirmation email verifying your registration.
- Collect all supplemental materials and submit them to your counselor.
- Your registration is not considered complete until you have finished the online registration AND submitted all supplemental materials to your counselor.