



## IPTA Outreach Program Checklist

**In order for your application to be considered complete, the following items must be completed or returned to the IPTA Office. Incomplete applications will not be considered.**

\_\_\_ Completed Application Form (Online)

\_\_\_ Letter of Support from Administrative Leadership from your Institution

\_\_\_ Letter of Support from Local Government

\_\_\_ Letter of support from the sponsoring pediatric transplant program director (if already identified).

You can submit your backup documentation to the IPTA one of three ways:

1. Mail documents to the IPTA office:  
IPTA Outreach Program  
c/o The Transplantation Society  
International Headquarters  
740 Notre-Dame Ouest, Suite 1245  
Montréal, QC, H3C 3X6  
Canada
2. Fax documents to the IPTA Administration  
Fax: 1-514-874-1716
3. Email documents to IPTA Administration at [Katie.Tait@tts.org](mailto:Katie.Tait@tts.org)
4. Upload documents in the online application.