Weill Cornell Medicine
Health Professions Recruitment and Exposure Program

Deadline to apply - Monday, January 4, 2021

How to apply

1. Create an account **here**.
2. Select ***Fall 2020*** in the ***Program Plans*** pop-up window. Click "Continue".
3. Select the ***Health Professions Recruitment and Exposure Program*** to begin the application process. Click "Continue".
4. Review the selection to make sure it states ***Health Professions Recruitment and Exposure Program*** and click "Continue to My Application".
5. Before submitting materials in the other tiles, go to the ***My Application*** tab and select ***Program Materials*** tile. Select the name of the program.
    a. Home tab – instructions and prompts for the personal statements and letters of recommendation
    b. Questions tab – additional questions regarding your school, achievements, and extracurricular activities
    c. Documents tab – Upload your personal statements and the Parental Consent Form in this tab
        i. Both personal statements **must** be on separate pages in **one** document
    d. Evaluations – Complete **two** evaluation requests with the evaluators' information. They will receive instructions on how to upload their letter of recommendation and it will be linked to your online application.
6. Additional tiles under the ***My Application*** tab:
    a. Personal Information – complete the required information (marked with *) in each section as well as the Race & Ethnicity section
        i. **Other Information** section includes questions that are not geared for high school applicants (Military Status) and can be skipped or answered "I did not serve" if it is a required question
    b. Academic History – this section is not geared for high school applicants but it must be completed in order for you to be able to submit your completion. Follow the steps below to complete this section
        i. ***Colleges Attended*** section
            1. Click on "Add a College or University"
            2. Type in "No College" and select "Can't find your school?"
            3. Select the following responses to each of prompts that are displayed:
                a. Unlisted US Institution

b. No
c. Semester
d. Yes
e. Drop down list – Fall, September, 2020

ii. ***GPA Entries*** section
1. Select "Add GPA"
2. Select "I don't have a GPA to add"

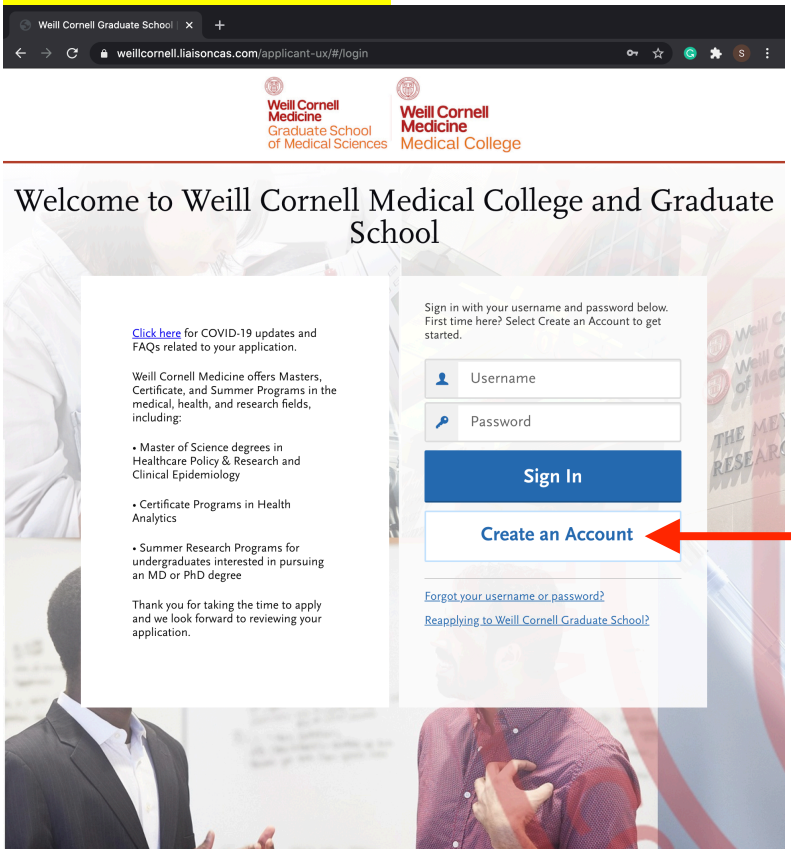
iii. ***Standardized Tests*** section
1. Select "I Am Not Adding Any Standardized Tests"

c. Supporting Information – complete with experiences (i.e., volunteer work) and achievements you would like to share.
   i. Uploading your transcript
      1. If your guidance counselor allows you to have a copy of your transcript, it can be uploaded in the "Documents" section in this tile. Please use the "Other Relevant Documents" to upload the transcript.
      2. If you are not able to receive a copy of your transcript, have your guidance counselor email your transcript to **hprep@med.cornell.edu**.

7. Click on the ***Submit*** tab and then the ***Submit All*** button once you have completed the above steps. You will be able to submit your part of the application even if your recommenders have yet to submit their letter of recommendation.

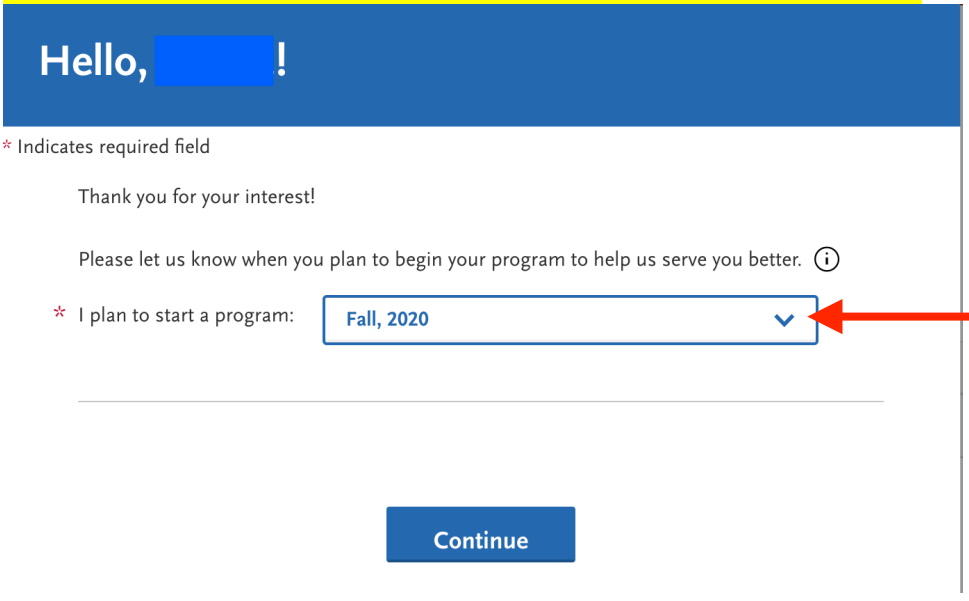
Deadline to apply - Monday, January 4, 2021

Step 1: Create an account



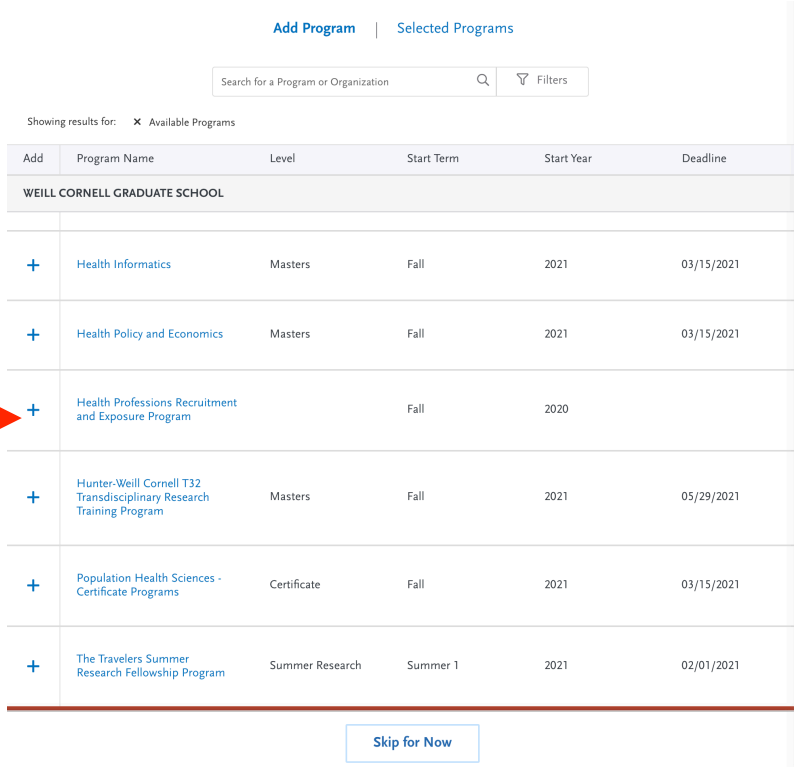
Click here to create an account

Steps 2 – 4: Select HPREP as the program you are applying to

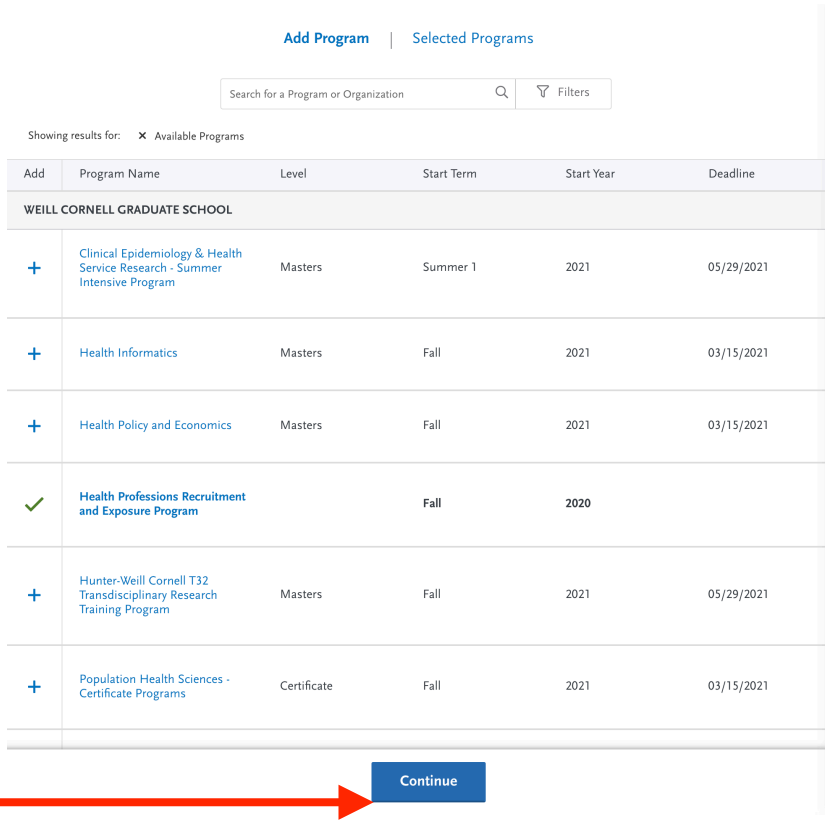


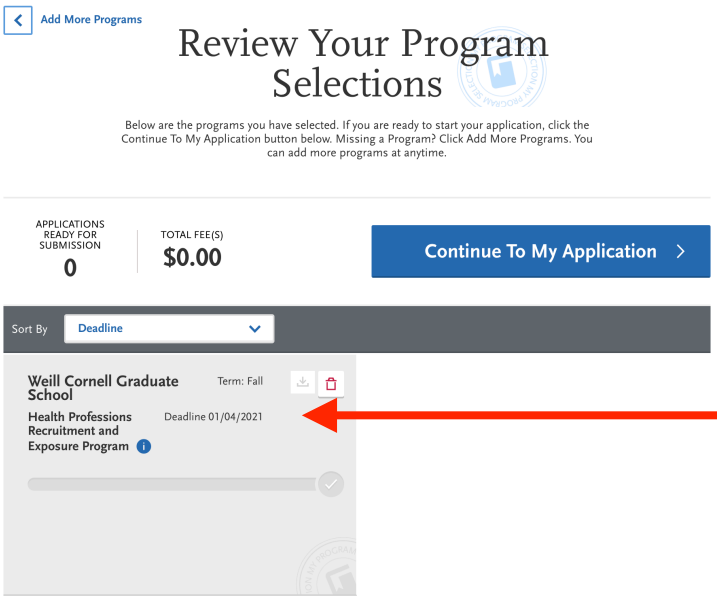
Select Fall, 2020 from the drop down menu and then click continue

Click the “+” sign to select the Health Professions Recruitment and Exposure Program



The “+” sign will turn into a green checkmark. Click continue.

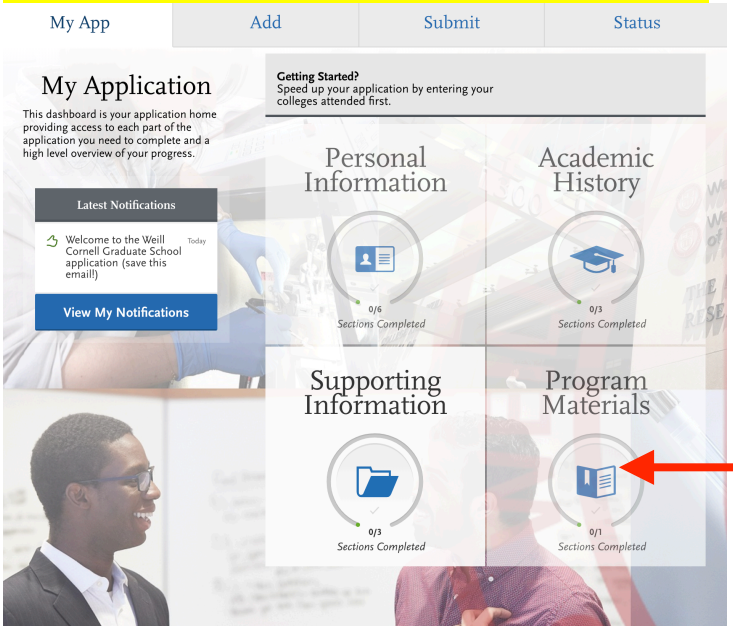




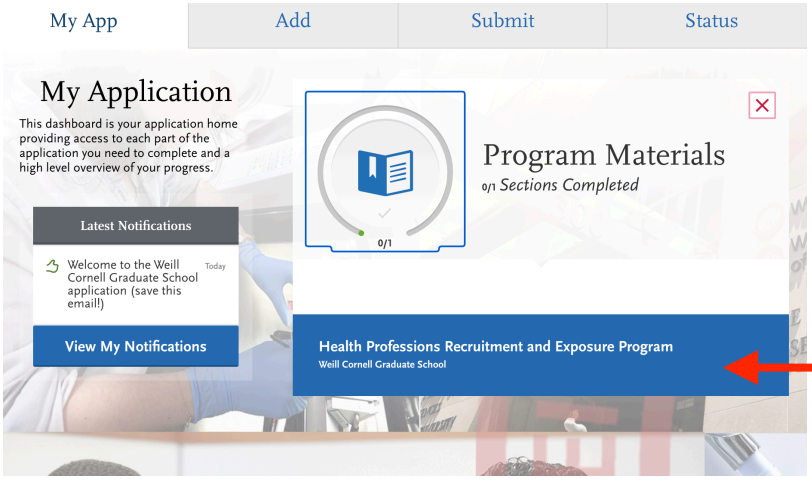
Double check to make sure that you have selected the correct program.

Click “Continue To My Application”

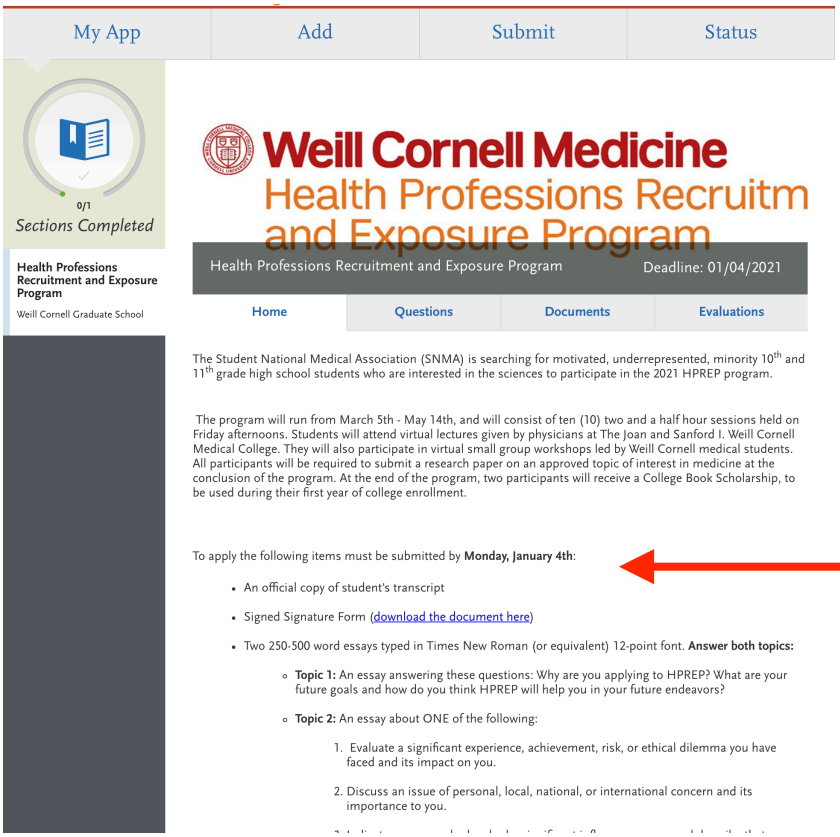
Step 5: Go to the ***Program Materials*** tile **FIRST**



Click on the “Program Materials” tile **first**

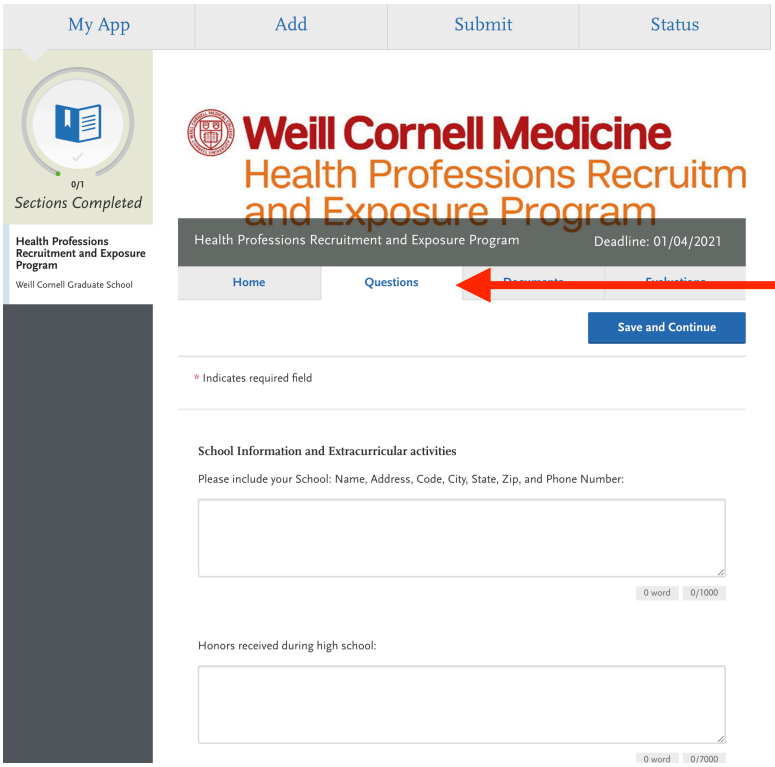


Click on the name of the program

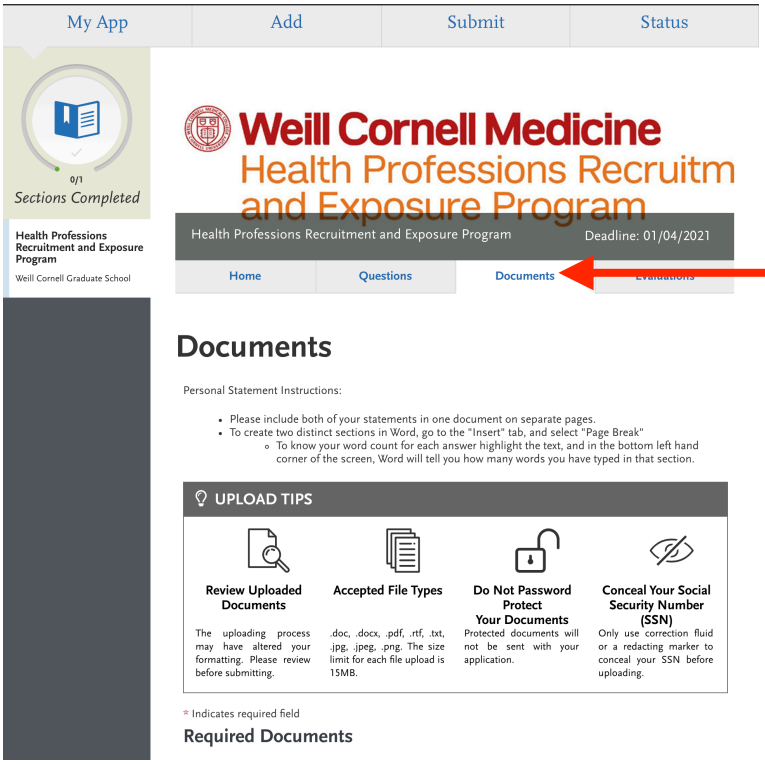


Read through the list of what will need to be submitted in order to apply to HPREP in the "Home" tab.

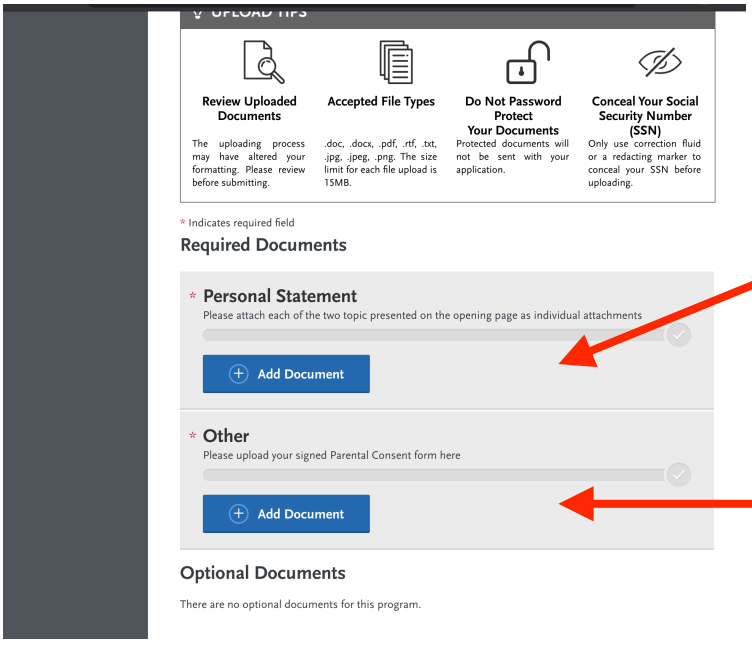
The essays and letters of recommendation have specific prompts.



Answer the prompts in the "Questions" tab



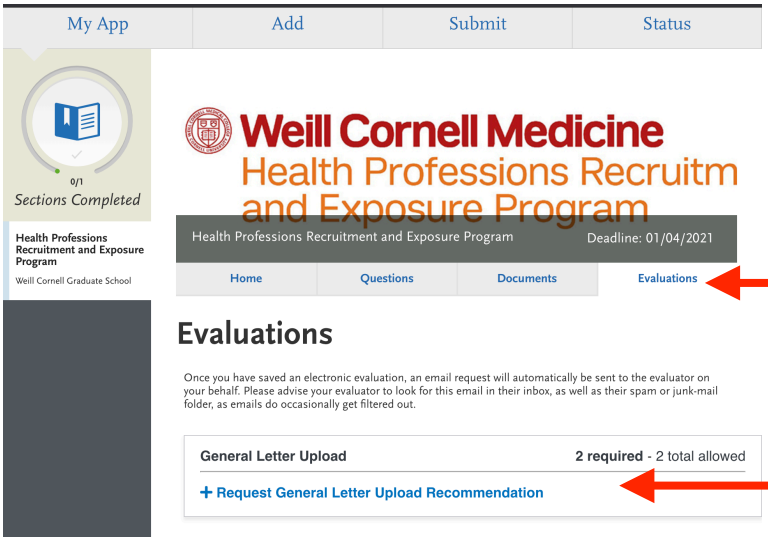
Click on the “Documents” tab



Upload your personal statement here.

Both essays must be on separate pages in one document.

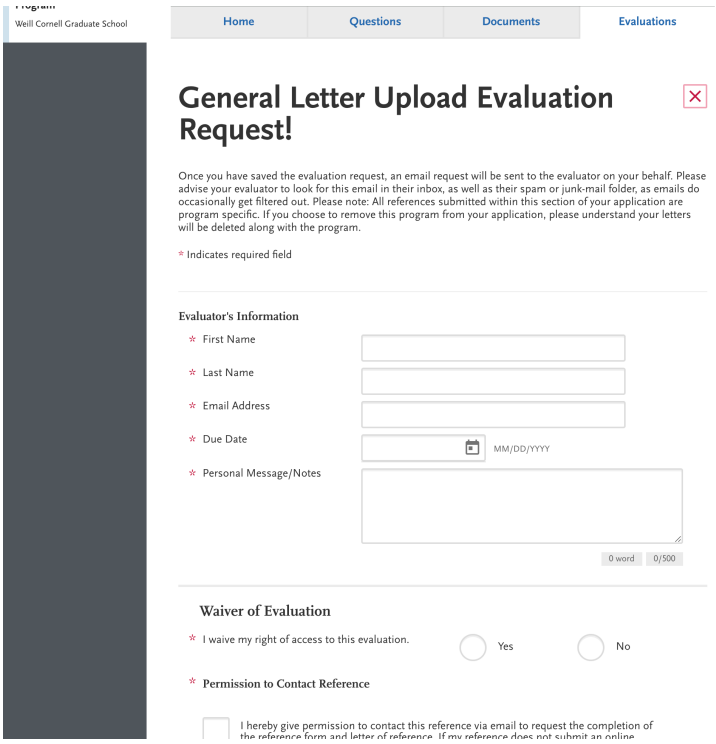
Upload the Parental Consent form here.



Click on the “Evaluations” tab

Click here to enter the information of those who will be writing you a letter of recommendation.

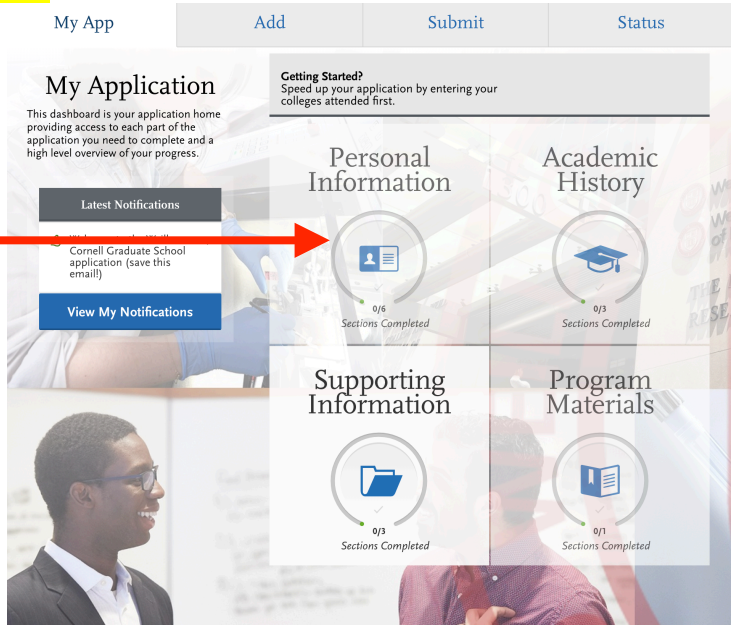
This will have to be done twice (one for each recommender).

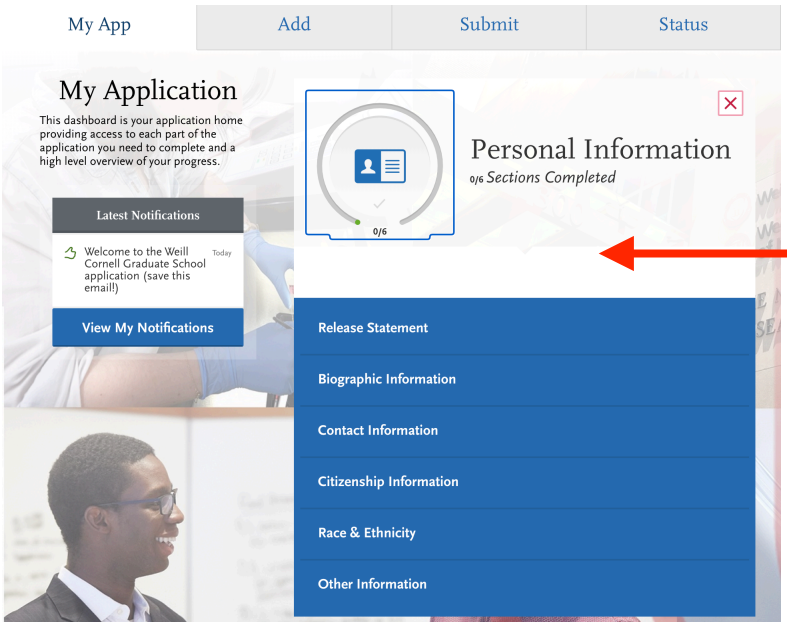


Click on the “My Application” tab to bring you back to the main screen

Step 6a – Personal Information tile

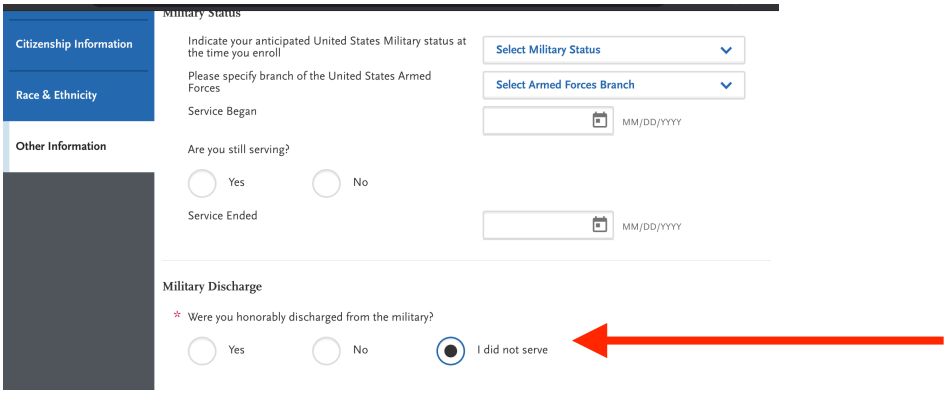
Click on the “Personal Information” tile





Click on each of these sections and complete the required information (marked with *).

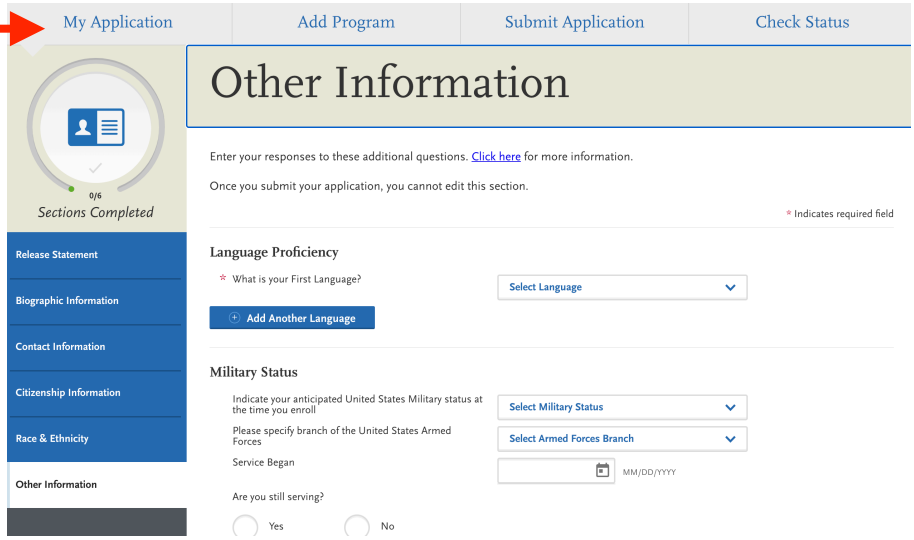
Also, complete the “Race & Ethnicity” section.



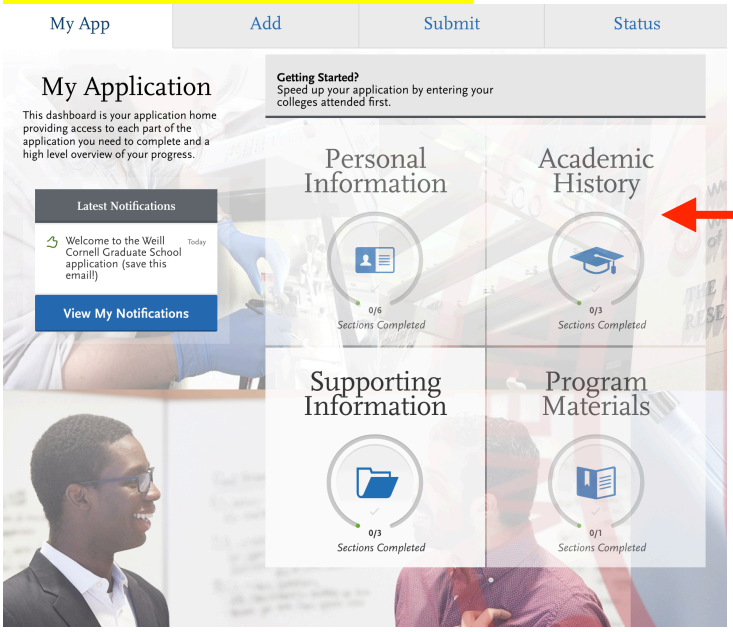
In the “Other Information” section, some questions are not geared for high school students but is marked as “required”.

For the military question, answer “I did not serve”.

When you have completed all of the sections in the “Personal Information” tile, click on the “My Application” tab to bring you back to the main screen

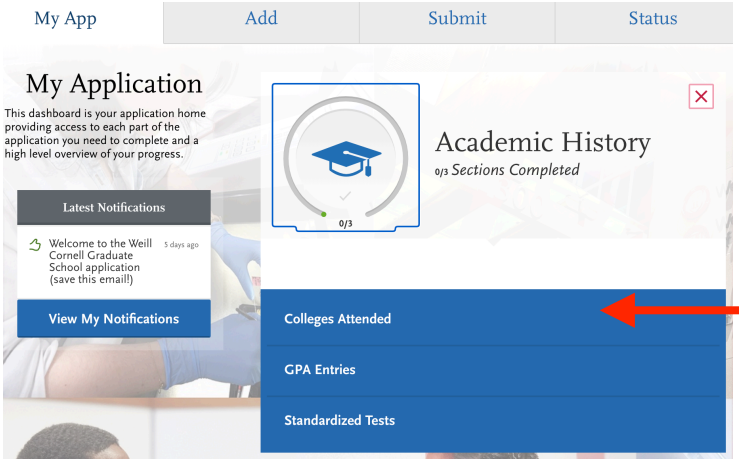


Step 6b – Academic History tile

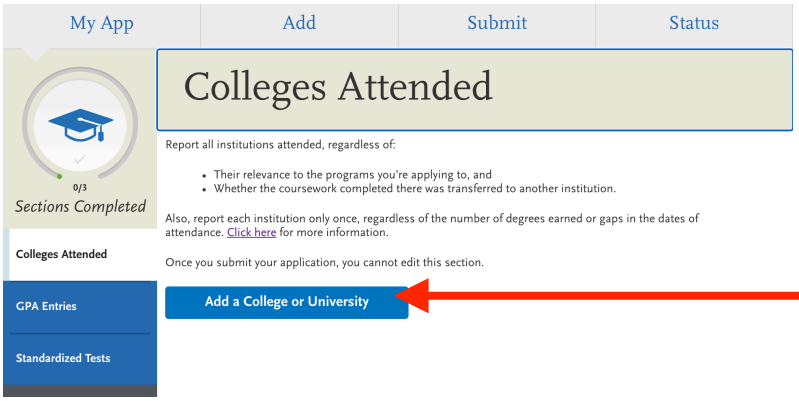


This section is not geared for high school students but it must be completed in order for you to submit your application.

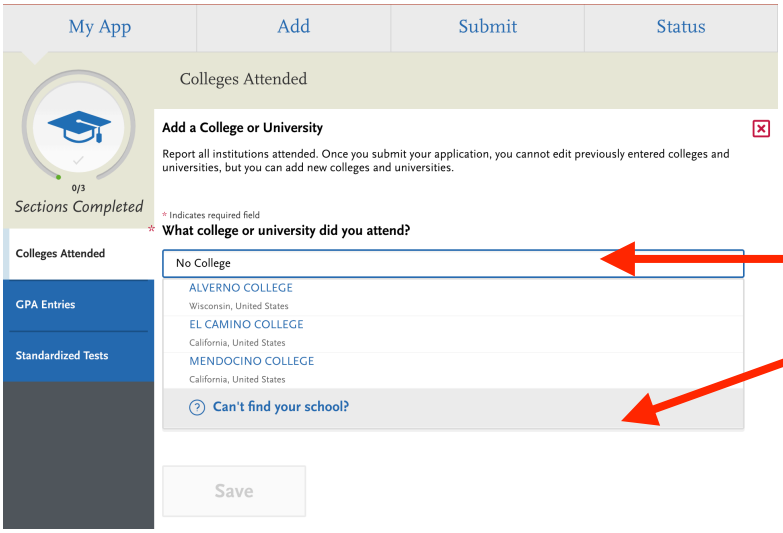
Click on the “Academic History” tile and follow the below steps.



Click on the “Colleges Attended” section

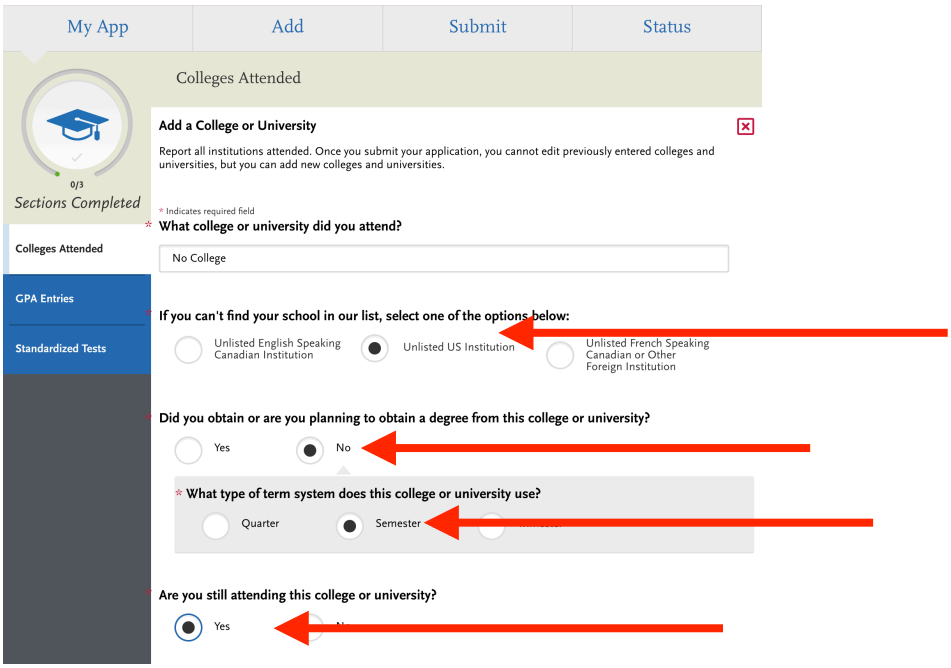


Click on the “Add a College or University”



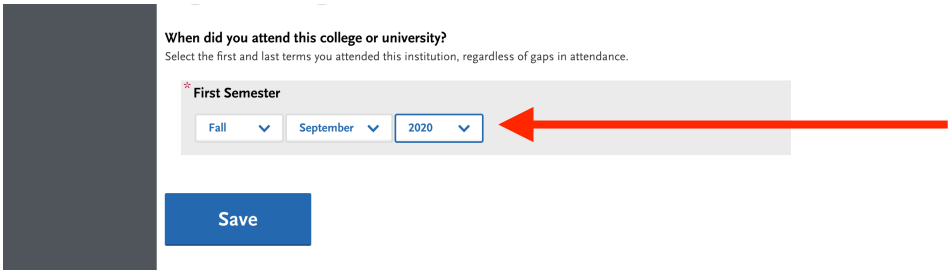
Type “No College” in the text field.

Then, click on “Can’t find your school?”

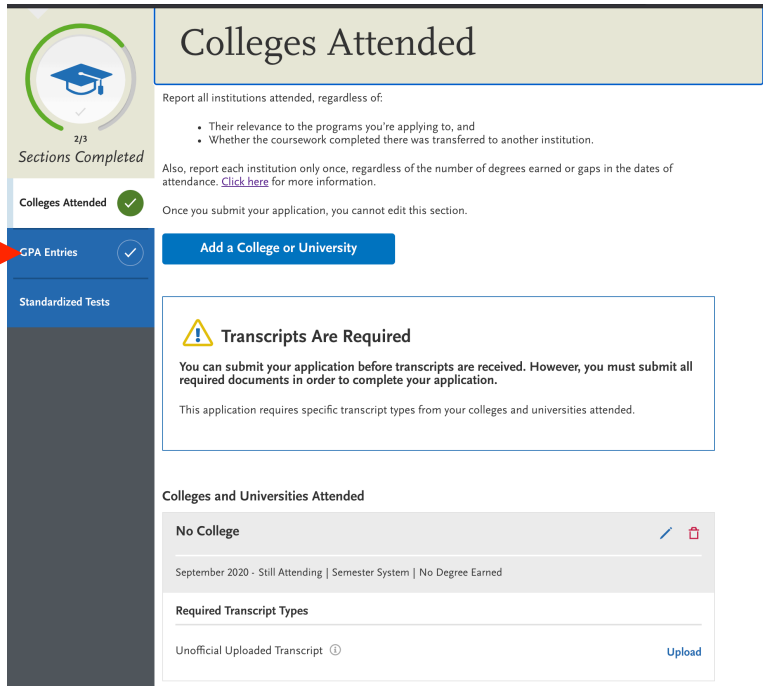


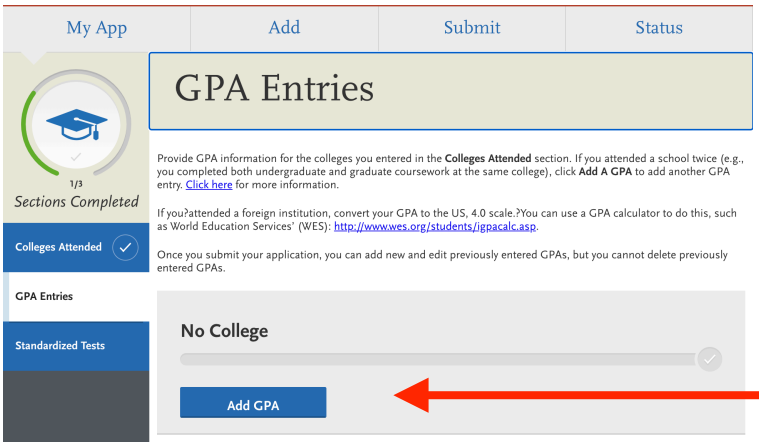
Selection the following responses to each of these prompts:

- Unlisted US Institution
- No
- Semester
- Yes
- Drop down list - Fall, September, 2020

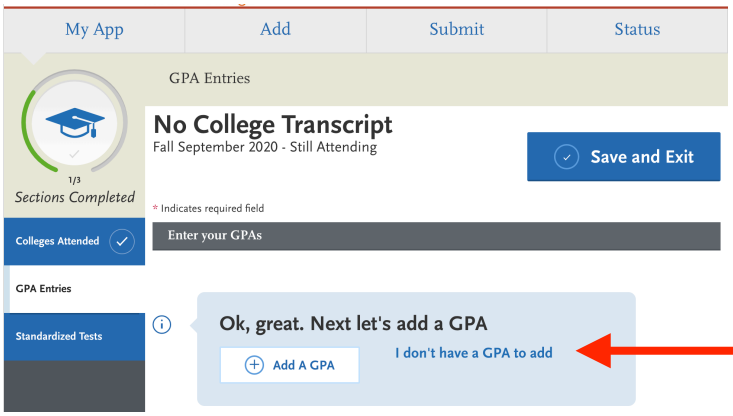


Click on “GPA Entries”



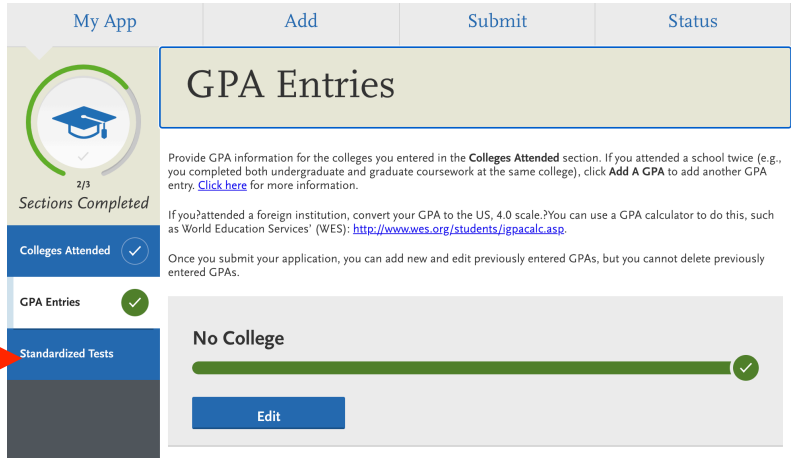


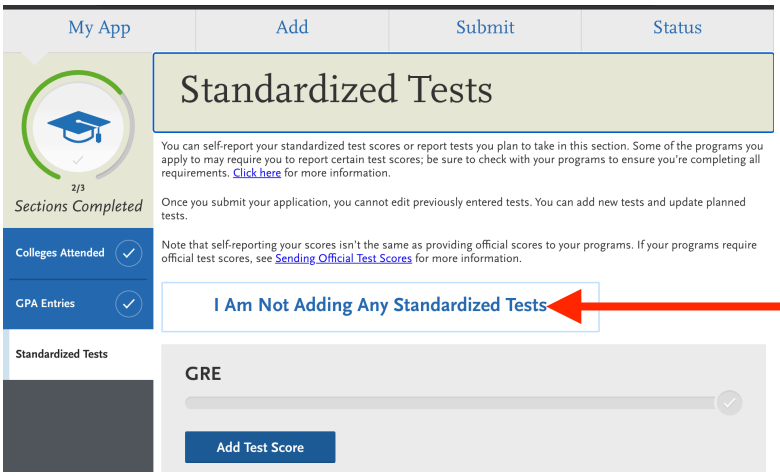
Click on the “Add GPA”



Click on the “I don’t have a GPA to add”

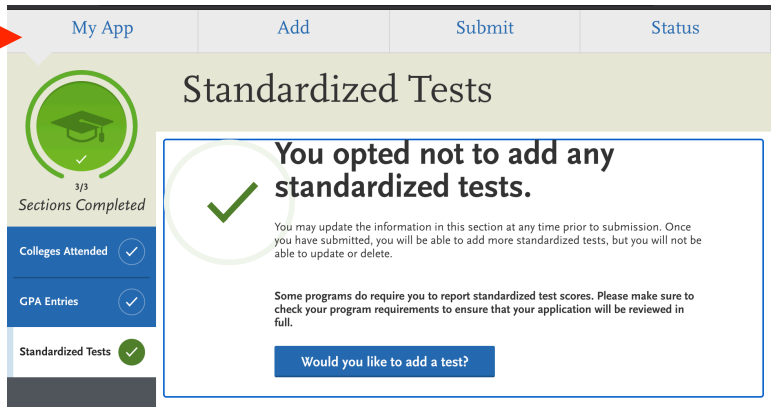
Click on “Standardized Tests”





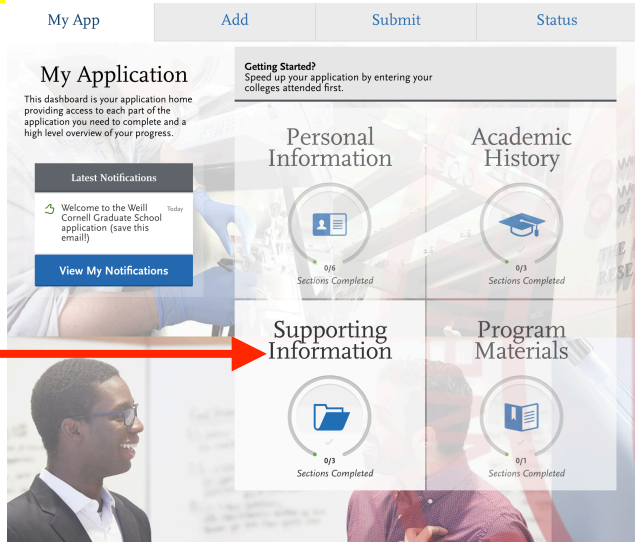
Click on the “I Am Not Adding Any Standardized Tests”

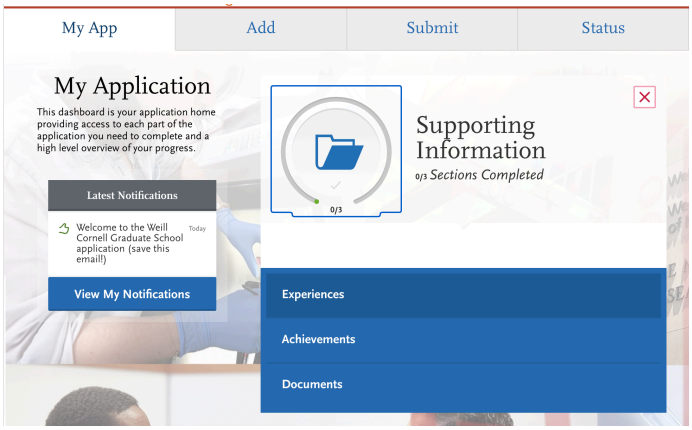
Click on the “My Application” tab to get back to the main screen



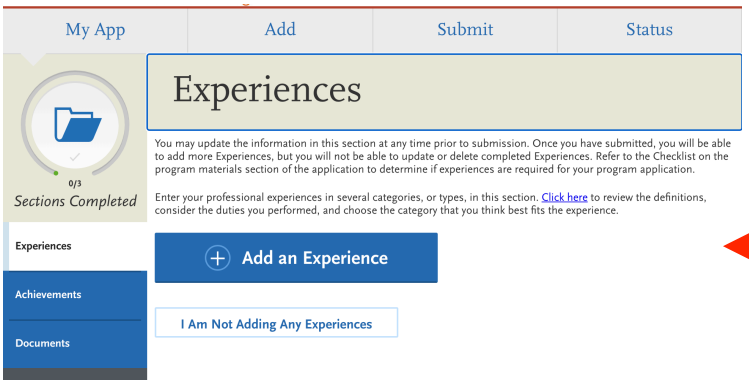
Step 6c – Supporting Information tile

Click on the “Supporting Information” tile



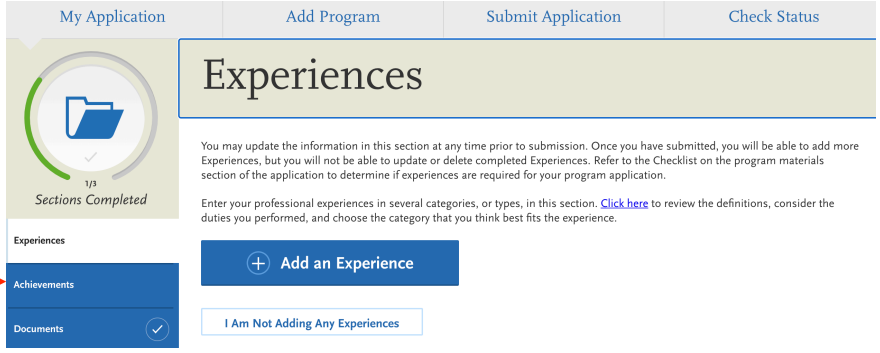


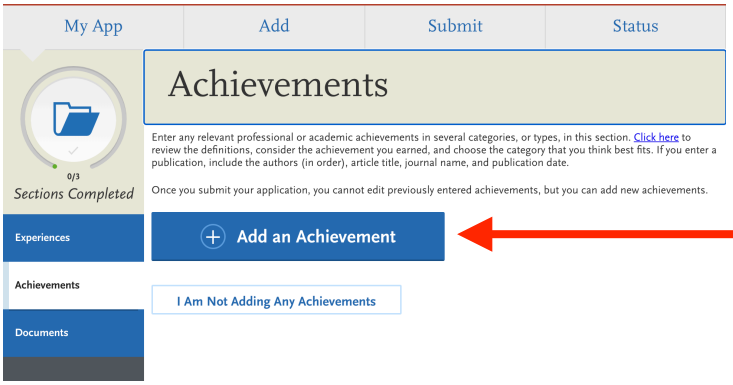
Click on the “Experiences” section



Click on “Add an Experience” for each employment or volunteer work you would like to add to your application

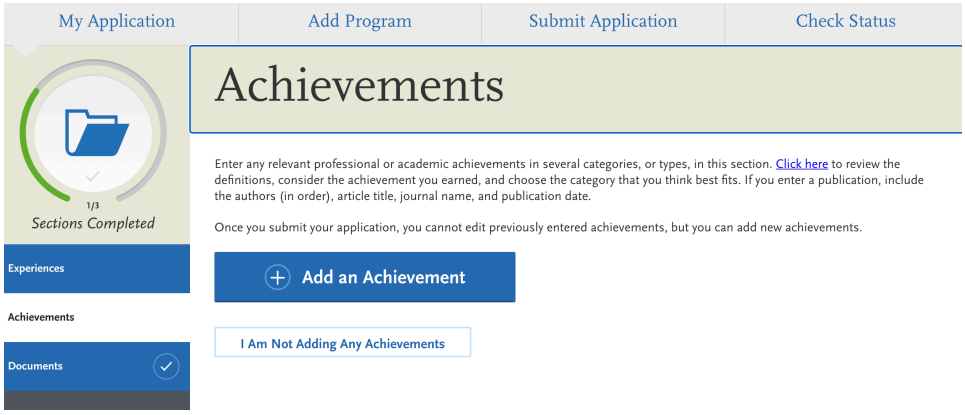
Click on the “Achievements” section

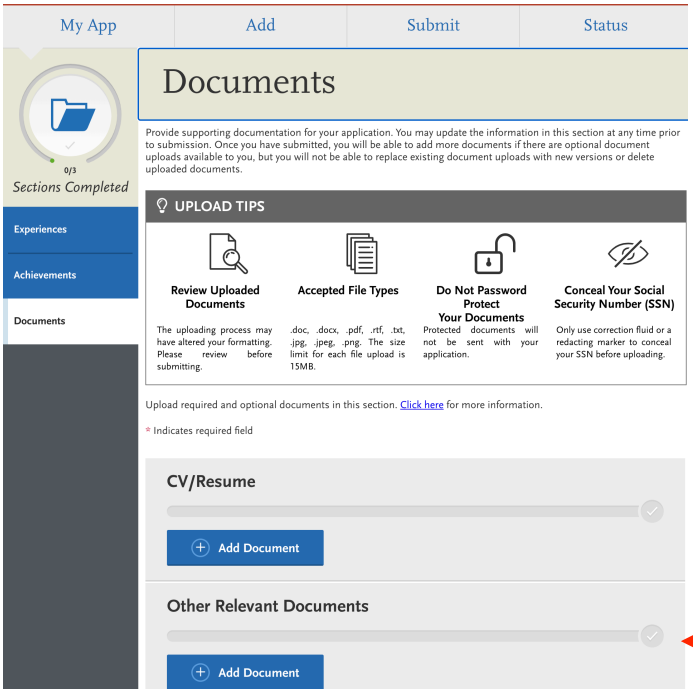




Click on "Add an Achievement" to add each awards or honors you would like to add to your application

Click on the "Documents" section



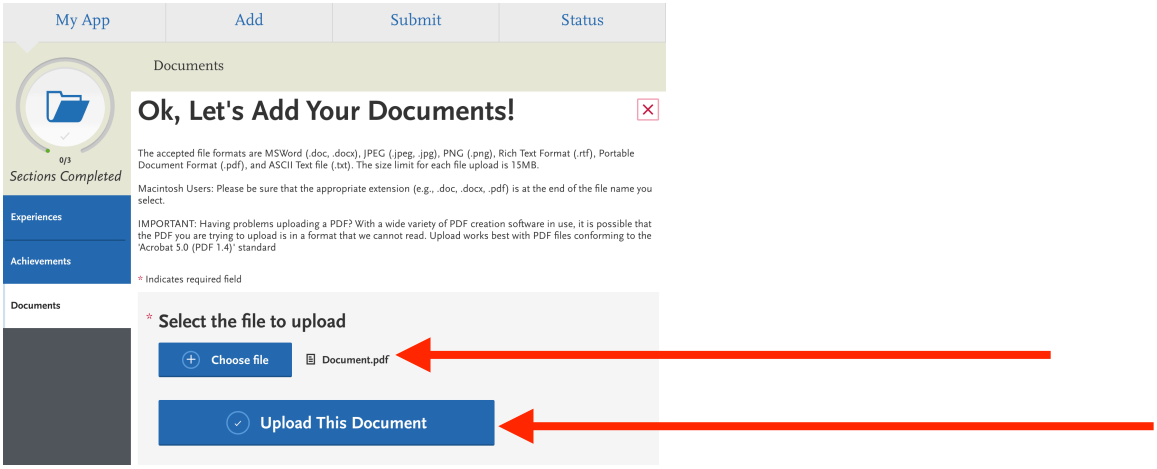


If your guidance counselor allows you to have a copy of your transcript, follow these steps:

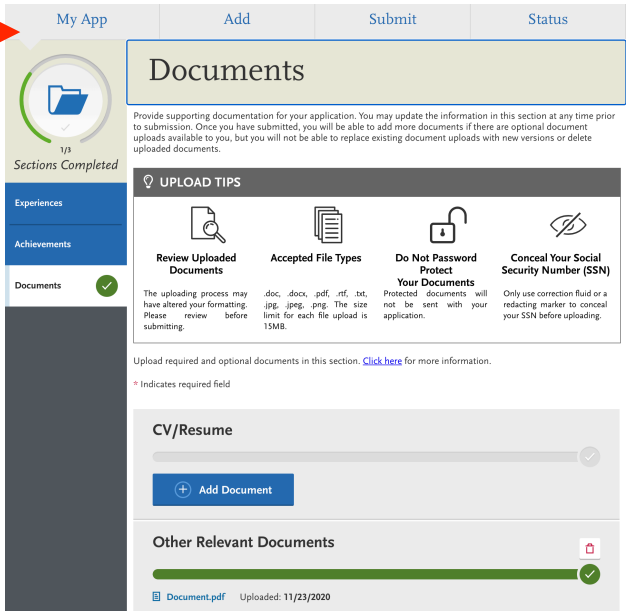
How to submit your transcript

1. Click on the "Add Document"
2. Click on "Choose file" and select the file from your computer's hard drive or from a USB drive
3. Click on "Upload This Document"

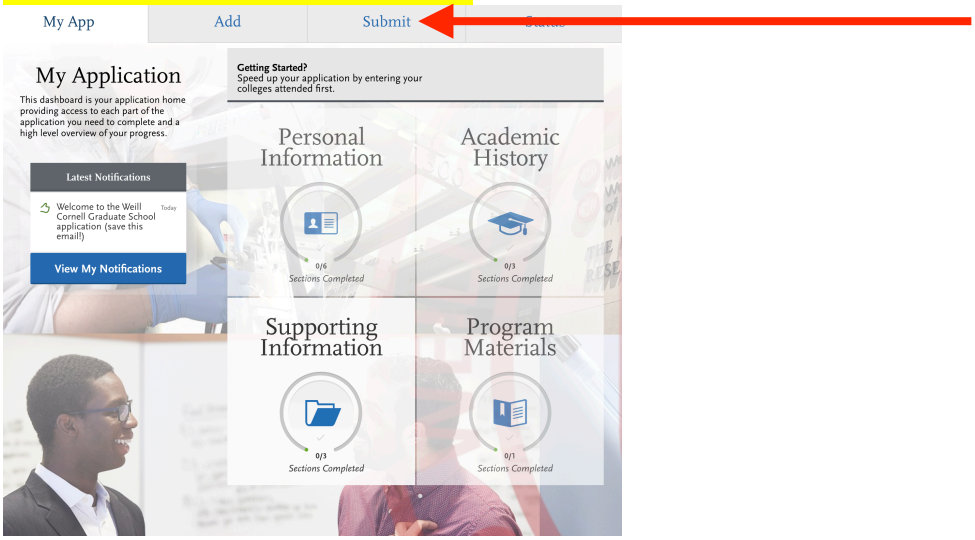
If you are not able to receive a copy of transcript, have your guidance counselor email your transcript to hprep@med.cornell.edu.



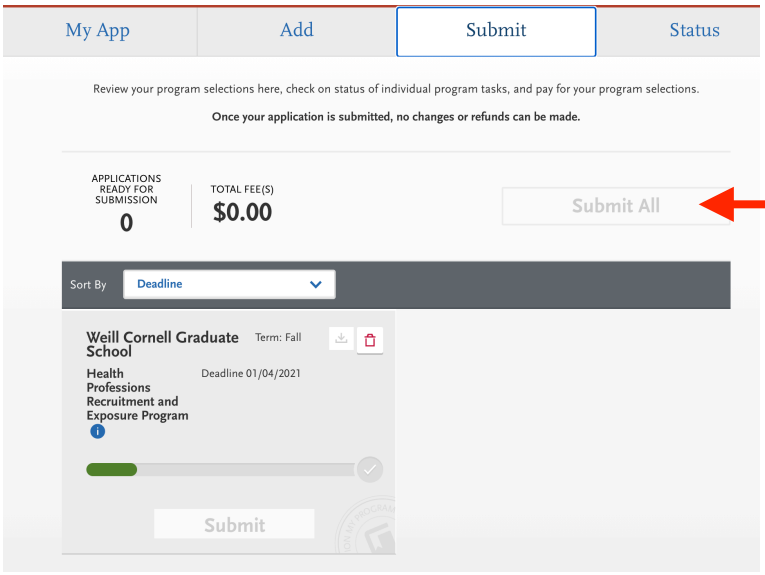
Click on “My Application” tab to get back to the main screen and double check that all of the required documents have been submitted



Step 7 – Submitting your application



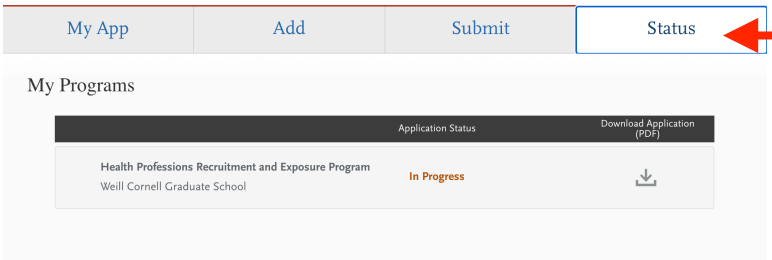
Click on the “Submit” tab



Click on “Submit All” to submit your application.

Please note that you will not be able to submit any other documents after you hit submit. So, make sure that you are ready to submit your application when you are ready and by the deadline (January 4, 2021).

If “Submit All” is still greyed out, then you have not submitted a required document or entered required information. Double check each of the four tiles in the main screen to see what is missing.



Click on the “Status” tab to make sure your Application Status went from “In Progress” to “Submitted”