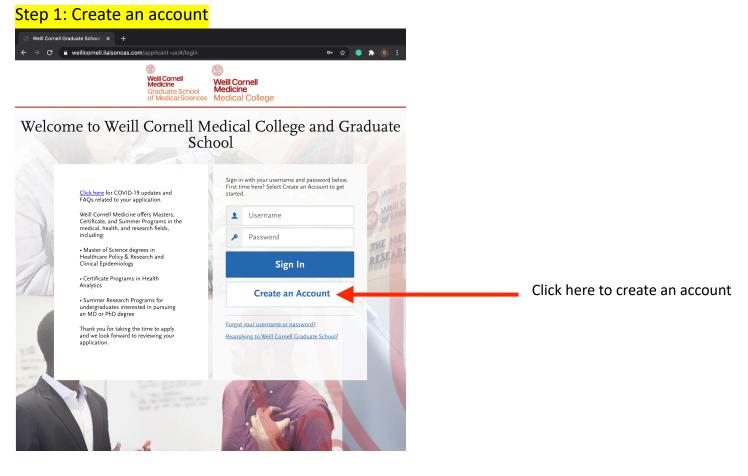
Weill Cornell Medicine Health Professions Recruitment and Exposure Program

Deadline to apply - Monday, January 4, 2021

How to apply

- 1. Create an account <u>here</u>.
- 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

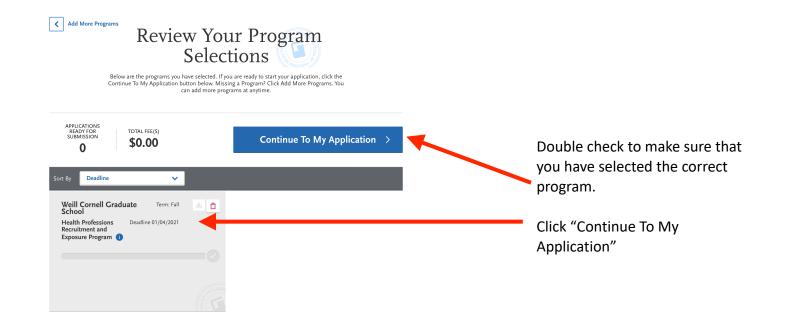
- **b.** No
- c. Semester
- d. Yes
- e. Drop down list Fall, September, 2020
- ii. GPA Entries section
 - 1. Select "Add GPA"
 - 2. Select "I don't have a GPA to add"
- iii. Standardized Tests section
 - 1. Select "I Am Not Adding Any Standardized Tests"
- c. Supporting Information complete with experiences (i.e., volunteer work) and achievements you would like to share.
 - i. Uploading your transcript
 - 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 <u>hprep@med.cornell.edu</u>.
- 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.



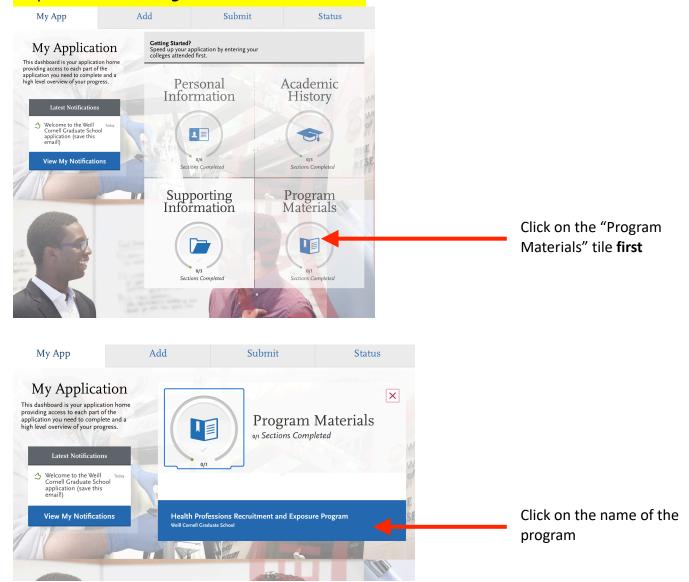
Steps 2 – 4: Select HPREP as the program you are applying to

Hello, <mark> </mark> !		
Indicates required field		
Thank you for your interest!		
Please let us know when you * I plan to start a program:	plan to begin your program to help us serve you better. (i) Fall, 2020	Select Fall, 2020 from the drop down menu and then click continue
	Continue	

			Add Program	Selected Programs				
		Search	for a Program or Organizati	on Q	√ Filters			
	Showir	ng results for: × Available Programs						
	Add	Program Name	Level	Start Term	Start Year	Deadline		
	WEILL	CORNELL GRADUATE SCHOOL						
	+	Health Informatics	Masters	Fall	2021	03/15/2021		
Click the "+" sign to	+	Health Policy and Economics	Masters	Fall	2021	03/15/2021		
select the Health Professions Recruitment	+	Health Professions Recruitment and Exposure Program		Fall	2020			
and Exposure Program	+	Hunter-Weill Cornell T32 Transdisciplinary Research Training Program	Masters	Fall	2021	05/29/2021		
	+	Population Health Sciences - Certificate Programs	Certificate	Fall	2021	03/15/2021		
	+	The Travelers Summer Research Fellowship Program	Summer Research	Summer 1	2021	02/01/2021		
			S	kip for Now				
			Add Program	Selected Progra	ms			
	Search for a Program or Organization Q Y Filters							
	Add	Program Name	Level	Start Term	Start Year	Deadline		
	WEILL	CORNELL GRADUATE SCHOOL						
	+	Clinical Epidemiology & Health Service Research - Summer Intensive Program	Masters	Summer 1	2021	05/29/2021		
	+	Health Informatics	Masters	Fall	2021	03/15/2021		
	+	Health Policy and Economics	Masters	Fall	2021	03/15/2021		
	×	Health Professions Recruitment and Exposure Program		Fall	2020			
	+	Hunter-Weill Cornell T32 Transdisciplinary Research Training Program	Masters	Fall	2021	05/29/2021		
The "+" sign will turn	+	Population Health Sciences - Certificate Programs	Certificate	Fall	2021	03/15/2021		
The "+" sign will turn into a green checkmark. Click continue.				Continue				



Step 5: Go to the Program Materials tile FIRST

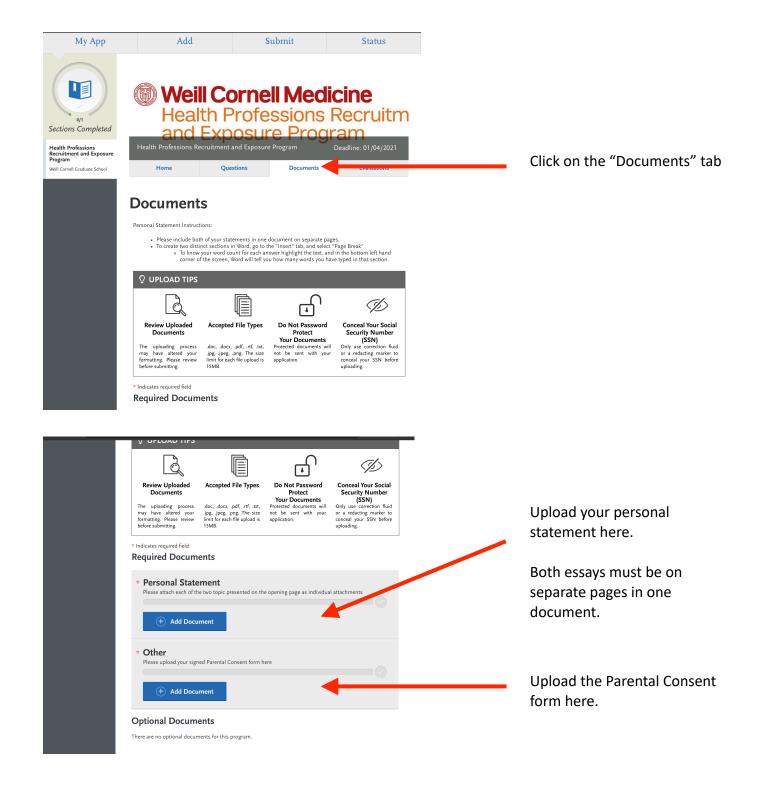


My App	Add	Submit	Status
on Sections Completed Health Professions Program	Health I and Exp Health Professions Recruitment	oosure Pr	ns Recruitm Ogram Deadline: 01/04/2021
	The Student National Medical Associati 11 th grade high school students who are	on (SNMA) is searching for motiv interested in the sciences to parti	ated, underrepresented, minority 10 th and icipate in the 2021 HPREP program.
	The program will run from March 5th - Friday afternoons. Students will attend v Medical College. They will also participa All participants will be required to subm	May 14th, and will consist of ten (irtual lectures given by physicians te in virtual small group workshop it a research paper on an approve f the program, two participants wi	(10) two and a half hour sessions held on . at The Joan and Sanford I. Weill Cornell os led by Weill Cornell medical students.
	To apply the following items must be su • An official copy of student's tra		
	 Signed Signature Form (down) 		
			alent) 12-point font. Answer both topics:
	-	v do you think HPREP will help you out ONE of the following:	u in your future endeavors?
		significant experience, achieveme ts impact on you.	ent, risk, or ethical dilemma you have
	2. Discuss an importance	issue of personal, local, national, e to you.	or international concern and its
	A. 1. 1	1 1 1 1 · · · · · · ·	n – 11 – 1 – 1 – 1
Му Арр	Add	Submit	Status
on on Sections Completed Health Professions Program Well Cornell Graduate School	Health Pr		Recruitm
			Save and Continue
	* Indicates required field		
	School Information and Extracurricula Please include your School: Name, Addres		Number: Ø word Ø/1000
	Honors received during high school:		

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



My App	Add	Submit	Status			
or Sections Completed Health Professions Recruitment and Exposure Program	Health P		ecruitm		Click	on the "Evaluations" tab
	Evaluations					
		on, an email request will automatically be ser look for this email in their inbox, as well as t l out.				
	General Letter Upload	2 req	uired - 2 total allowed		Clie	k here to enter the
	+ Request General Letter Up	load Recommendation	-			ormation of those who will
Weill Cornell Graduate School	Home Question	15 Documents	Evaluations			writing you a letter of ommendation.
	General Letter U Request!	pload Evaluatior	×			s will have to be done twic e for each recommender).
	Once you have saved the evaluation request, advise your evaluator to look for this email in occasionally get filtered out. Please note. All program specific. If you choose to remove thi will be deleted along with the program. * Indicates required field	their inbox, as well as their spam or junk-mail eferences submitted within this section of you	folder, as emails do r application are			
	Evaluator's Information					
	* First Name * Last Name					
	* Email Address					
	* Due Date Personal Message/Notes	MM/DD/YYYY				
			0 word 0/500			
	Waiver of Evaluation					
	* I waive my right of access to this evaluat	ion. Yes	No			
	* Permission to Contact Reference					
	I hereby give permission to cont the reference form and letter of r	act this reference via email to request the com reference. If my reference does not submit an o	pletion of online			
		My App	blication	Add Program	Submit Application	Check Status
Click on t	he "My on" tab to	Му Ар		Autriogram	Sublint Application	Check Status
• •	back to the			Moill Co	rnell Med	icino
main scre						Recruitment
		Sections Corr		fessions Recruitment and Expo		Deadline: 01/04/2021
		Health Professions Re Exposure Program Weill Cornell Graduate Scho	ol		Questions Docum	Evaluations
				lations e saved an electronic evaluation, :	an email request will automatically he se	ent to the evaluator on your behalf. Please advise
			your evaluato	to look for this email in their inb		lder, as emails do occasionally get filtered out.
				etter Upload st General Letter Upload Re	commendation	2 required - 2 total allowed

Step 6a – Personal Information tile

Citizenship Information

Other Information

Please specify branch of the United States Armed Forces

* Were you honorably discharged from the military?

○ No

O No

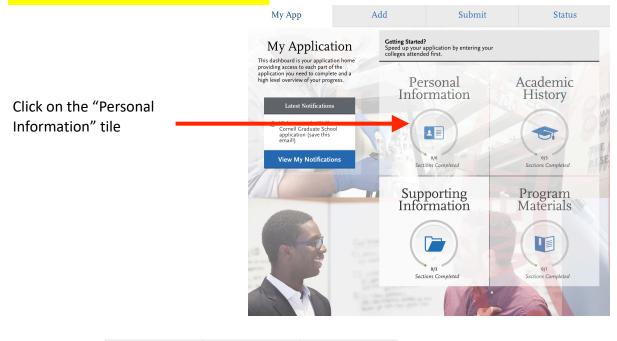
Service Begar

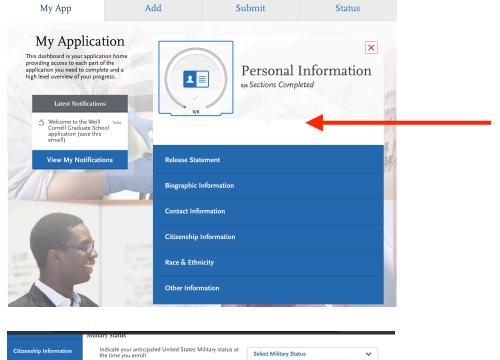
Service Ended

Military Discharge

Yes

Are you still serving? Yes





Select Military Status

I did not serve

Select Armed Forces Branch

MM/DD/YYYY

MM/DD/YYYY

×

~

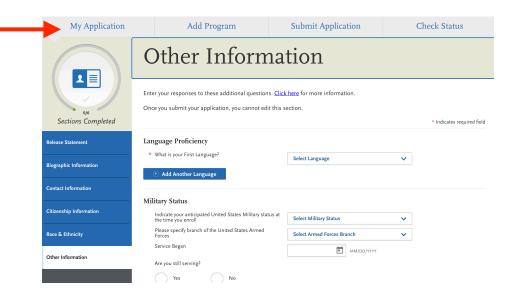
Click on each of these sections and complete the required information (marked with *).

Also, complete the "Race & Ethnicity" section.

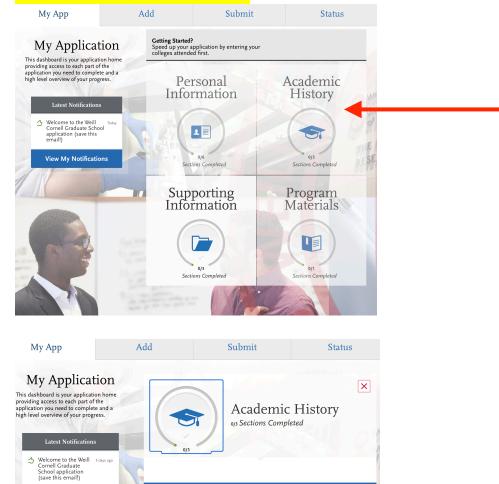
In the "Other Information" section, some questions are not geared for high school students but is marked as "required".

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



Colleges Attended

Standardized Tests

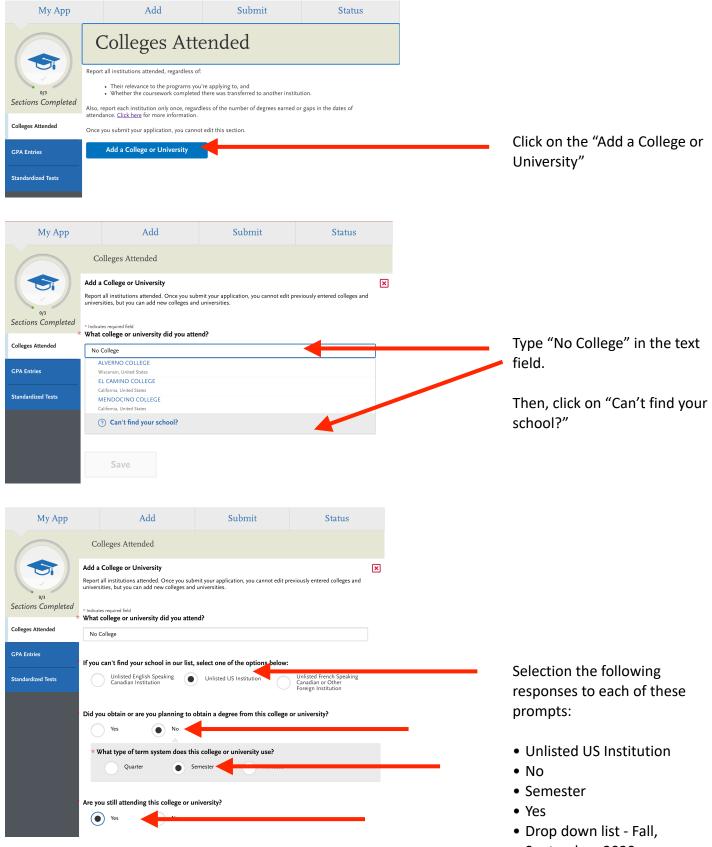
GPA Entries

View My Notifications

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

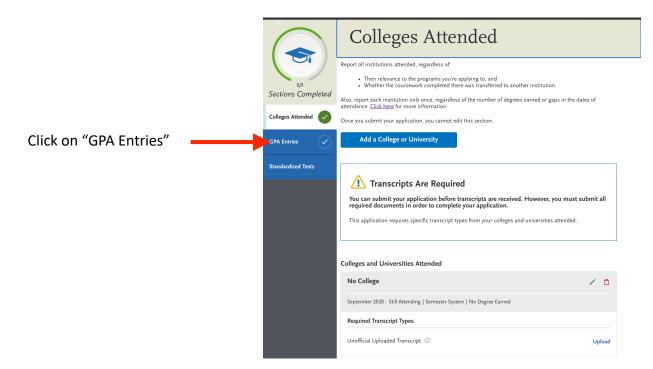
Click on the "Academic History" tile and follow the below steps.

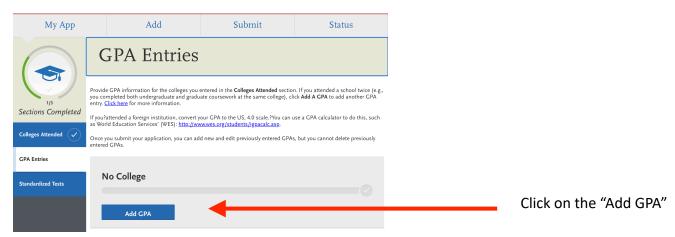
Click on the "Colleges Attended" section

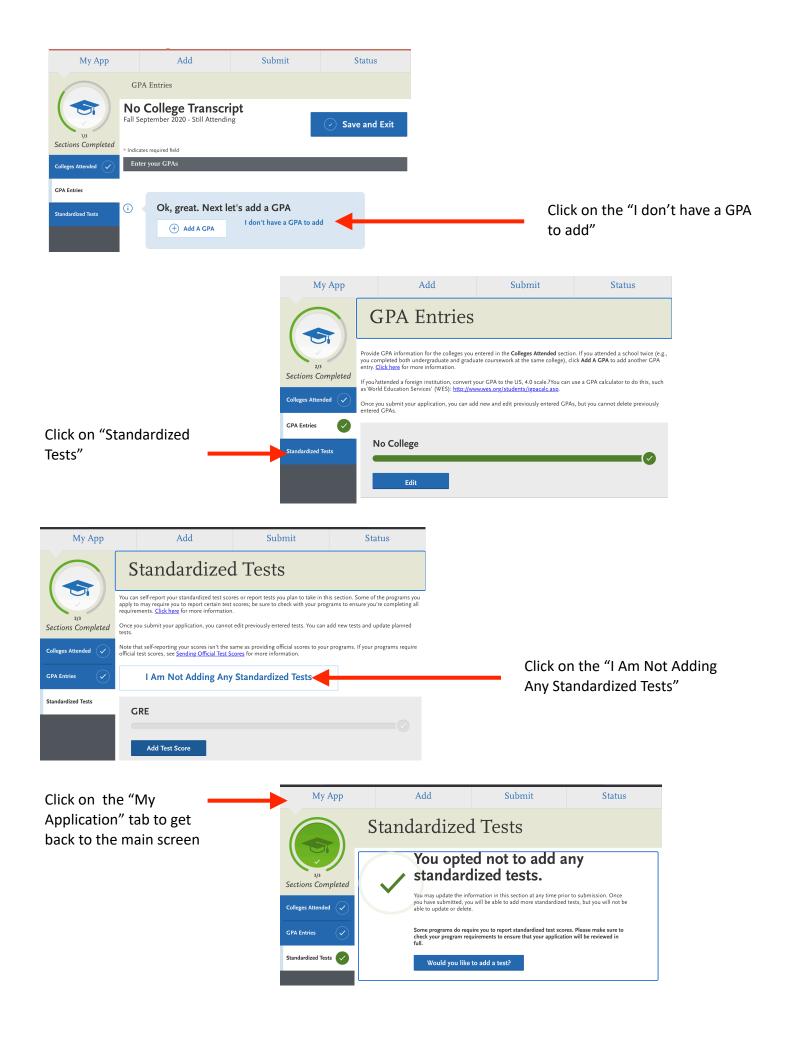


September, 2020

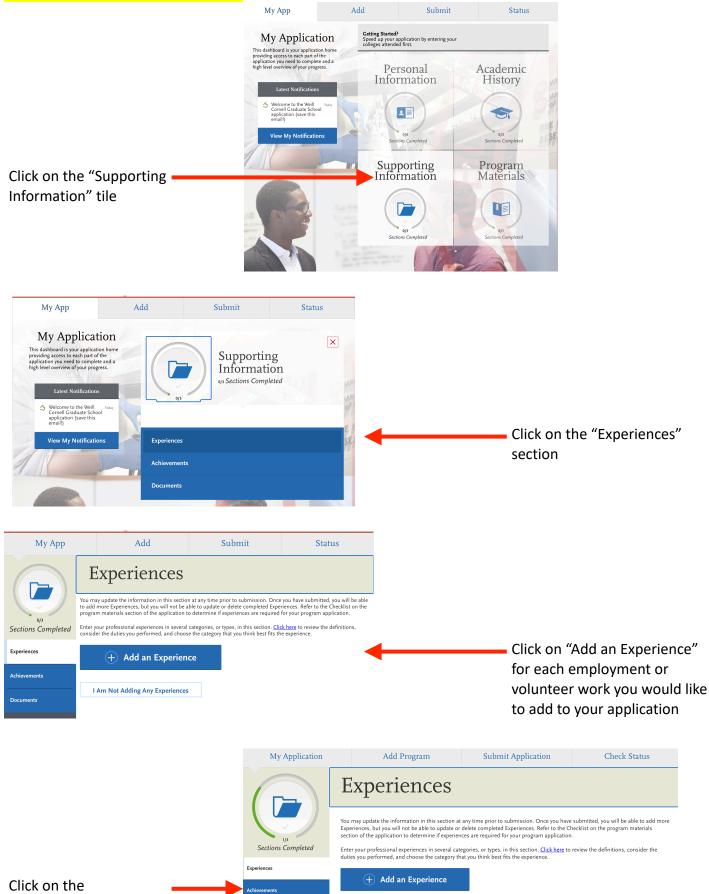






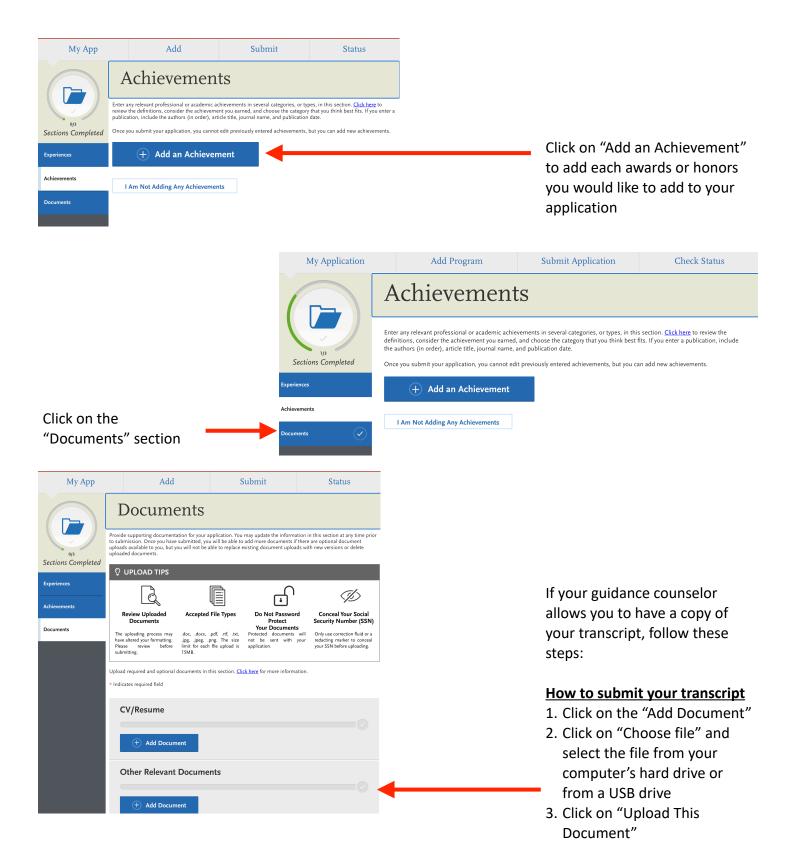


Step 6c – Supporting Information tile

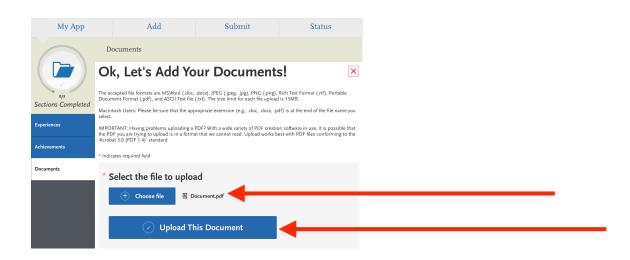


"Achievements" section

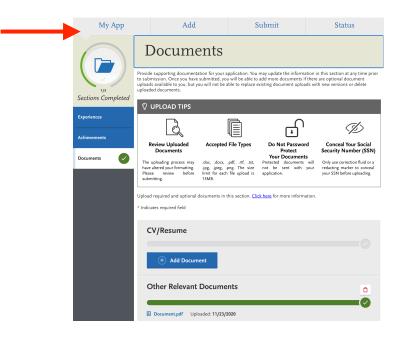
I Am Not Adding Any Experiences



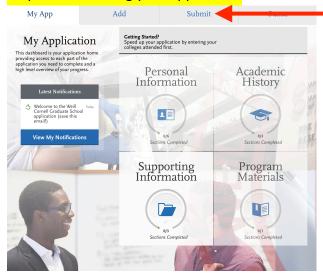
If you are not able to receive a copy of transcript, have your guidance counselor email your transcript to hprep@med.cornell.edu.



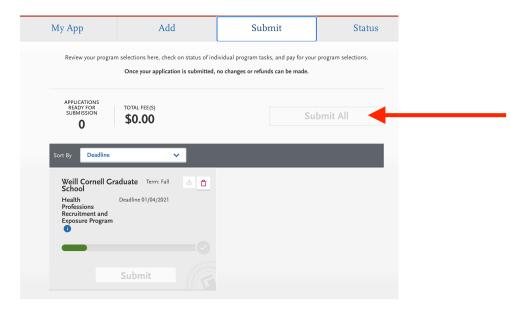
Click on "My Application" tab to get back to the main screen and double check that all of the required documents have been submitted



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"

My App	Add	Submit	Status	
My Programs				
		Application Status	Download Application (PDF)	
Health Professions Weill Cornell Gradu	Recruitment and Exposure Program ate School	In Progress	<u>.</u>	