



# Weill Cornell Medicine

## Health Professions Recruitment and Exposure Program

### Application Checklist

Deadline to apply - Friday, November 4, 2022

*This checklist is to be used along with the step-by-step instructions which includes screenshots*

Check	Step	Task
	-----	Download and read the <b>HPREP 2023 Application Instructions</b> PDF form
	-----	Download and complete the <b>HPREP 2023 Parental Consent Form</b>
	1	Create an account on the online application portal website
	2 – 4	Add HPREP to your profile on the website
	5	<b>My Application</b> tab > <b>Program Materials</b> tile > <b>HPREP</b> <ul style="list-style-type: none"><li>• Home tab – Read through instructions</li></ul>
	5	<b>My Application</b> tab > <b>Program Materials</b> tile > <b>HPREP</b> <ul style="list-style-type: none"><li>• Questions tab – Answer all supplemental questions</li></ul>
	-----	Write two personal statements following the prompts and instructions listed in the <b>Program Materials</b> tile
	-----	Request a copy of transcript from Guidance Counselor with all grades since the 9 <sup>th</sup> grade (report cards will not be accepted)
	-----	Ask individuals listed on the <b>Program Materials</b> tile if they could write a good letter of recommendation
	5	<b>My Application</b> tab > <b>Program Materials</b> tile > <b>HPREP</b> <ul style="list-style-type: none"><li>• Documents tab – Upload personal statements</li></ul>

	5	<p><b>My Application</b> tab &gt; <b>Program Materials</b> tile &gt; <b>HPREP</b></p> <ul style="list-style-type: none"> <li>• Documents tab – Upload the completed HPREP 2023 Parental Consent Form</li> <li>• The signatures on the Parental Consent Form <b>cannot</b> be typed. The form will have to be signed by pen or stylus pen if using a tablet.</li> </ul>
	5	<p><b>My Application</b> tab &gt; <b>Program Materials</b> tile &gt; <b>HPREP</b></p> <ul style="list-style-type: none"> <li>• Evaluations tab – submit requests to recommenders</li> </ul>
	6	<p><b>My Application</b> tab &gt; <b>Personal Information</b> tile</p> <ul style="list-style-type: none"> <li>• Answer required questions</li> </ul>
	6	<p><b>My Application</b> tab &gt; <b>Academic History</b> tile</p> <ul style="list-style-type: none"> <li>• List the required information as per the <b>HPREP 2023 Application Instructions</b> PDF Form</li> </ul>
	6	<p><b>My Application</b> tab &gt; <b>Supporting Information</b> tile</p> <ul style="list-style-type: none"> <li>• Upload transcript or request Guidance Counselor to submit it as per the <b>HPREP 2023 Application Instructions</b> PDF Form if it cannot be uploaded</li> </ul>
	7	<p><b>Submit Application</b> tab &gt; <b>Supporting Information</b> tile</p> <ul style="list-style-type: none"> <li>• Click on the <b>Submit All</b> button to submit application for review</li> </ul>



# Weill Cornell Medicine

## Health Professions Recruitment and Exposure Program

**Deadline to apply - Friday, November 4, 2022**

### How to apply

1. Create an account [here](#).
2. Select **Fall 2022** 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 grade level, 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
    - ii. The signatures on the Parental Consent Form **cannot** be typed. The form will have to be signed by pen or stylus pen if using a tablet.
  - 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, year you started high school
    - 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](mailto:hprep@med.cornell.edu).
7. Click on the **Submit Application** 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 - Friday, November 4, 2022**

## Step 1: Create an account

The screenshot shows the Weill Cornell Medical College and Graduate School login page. At the top, there are two logos: "Weill Cornell Medicine Graduate School of Medical Sciences" and "Weill Cornell Medical College". Below the logos, the text "Welcome to Weill Cornell Medical College and Graduate School" is displayed. On the left, there is a section with links for COVID-19 updates and FAQs, and a list of programs offered: Master of Science degrees in Healthcare Policy & Research and Clinical Epidemiology, Certificate Programs in Health Analytics, and Summer Research Programs for undergraduates. On the right, there is a sign-in form with fields for "Username" and "Password", a "Sign In" button, and a "Create an Account" button. Below the form, there are links for "Forgot your username or password?" and "Reapplying to Weill Cornell Graduate School?".

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

The screenshot shows the Weill Cornell Medical College and Graduate School application form. At the top, there is a blue banner with the text "Hello, [redacted]!". Below the banner, there is a section with the text "Thank you for your interest!" and "Please let us know when you plan to begin your program to help us serve you better. ⓘ". Below this, there is a required field (marked with a red asterisk) "I plan to start a program:" with a drop-down menu showing "Fall, 2022". A red arrow points to the drop-down menu. At the bottom, there is a blue "Continue" button.

\* Indicates required field

Select "Fall, 2022" from the drop-down list and click continue.

+	Biostatistics and Data Science	Masters	Fall	2023	04/01/2023
+	Clinical Epidemiology & Health Service Research	Masters	Fall	2023	06/01/2023
+	Clinical Epidemiology & Health Service Research - Summer Intensive Program	Certificate	Summer 1	2023	06/01/2023
+	Health Informatics	Masters	Fall	2023	04/01/2023
+	Health Policy and Economics	Masters	Fall	2023	04/01/2023
+	Health Professions Recruitment and Exposure Program		Fall	2022	11/01/2022

Skip for Now



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

✓	Health Professions Recruitment and Exposure Program		Fall	2022	11/01/2022
---	---	--	------	------	------------

Continue

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

< Add More Programs

## Review Your Program Selections

Below are the programs you have selected. If you are ready to start your application, click the Continue To My Application button below. Missing a Program? Click Add More Programs. You can add more programs at anytime.

APPLICATIONS  
READY FOR  
SUBMISSION  
0

TOTAL FEE(\$)  
\$0.00

Continue To My Application >

Sort By

Deadline

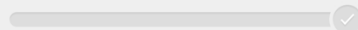
Weill Cornell Graduate School

Term: Fall



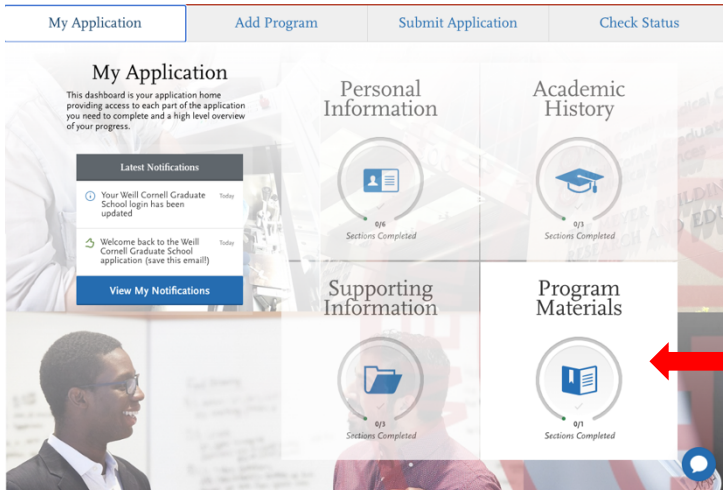
Health Professions Recruitment and Exposure Program

Deadline 11/01/2022

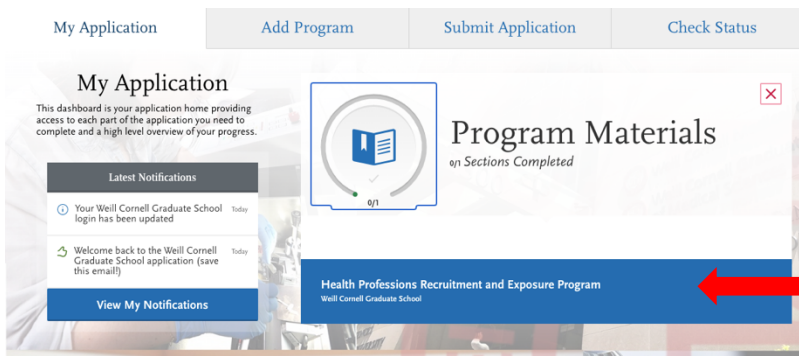


1. Double check to make sure that you have selected the correct program
2. Click “Continue To My Application”

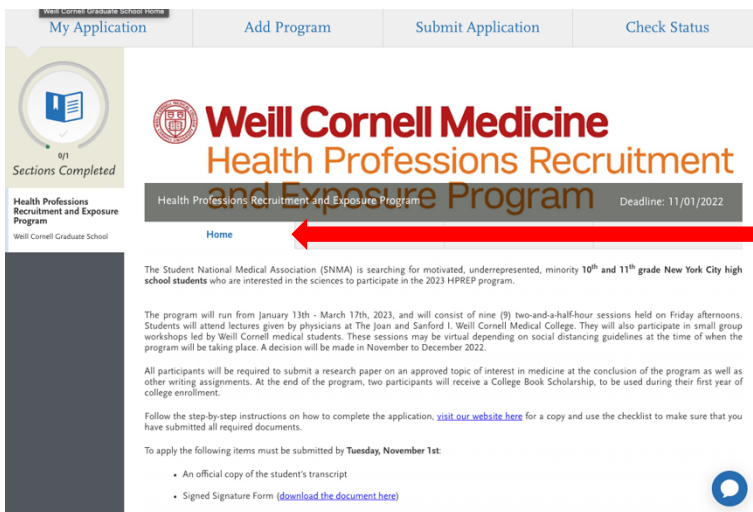
## Step 5: Go to the **Program Materials** tile **FIRST**



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



Click on the name of the program.



Read through the list of what you will need to submit to apply to HPREP in the “Home” tab.

The essays and letters of recommendations have specific prompts that must be followed.

My Application   Add Program   Submit Application   Check Status

**Weill Cornell Medicine**  
Health Professions Recruitment and Exposure Program

Health Professions Recruitment and Exposure Program   Deadline: 11/01/2022

Home   Questions   Documents   Profile   Settings

Save and Continue

\* Indicates required field

School Information and Extracurricular activities

What grade are you currently in?

Answer the prompts in the "Questions" tab.

My Application   Add Program   Submit Application   Check Status

**Weill Cornell Medicine**  
Health Professions Recruitment and Exposure Program

Health Professions Recruitment and Exposure Program   Deadline: 11/01/2022

Home   Questions   Documents   Profile   Settings

**Documents**

Personal Statement Instructions:

- Please include both of your statements in one document on separate pages.
- To create two distinct sections in Word, go to the "Insert" tab, and select "Page Break"
  - To know your word count for each answer highlight the text, and in the bottom left hand corner of the screen, Word will tell you how many words you have typed in that section.

Click on the "Documents" tab

**UPLOAD TIPS**

**Review Uploaded Documents**

The uploading process may have altered your formatting. Please review before submitting.

**Accepted File Types**

.doc, .docx, .pdf, .rtf, .txt, .jpg, .jpeg, .png. The size limit for each file upload is 15MB.

**Do Not Password Protect Your Documents**

Protected documents will not be sent with your application.

**Conceal Your Social Security Number (SSN)**

Only use correction fluid or a redacting marker to conceal your SSN before uploading.

\* Indicates required field

#### Required Documents

\* **Personal Statement**

Please attach each of the two topic presented on the opening page as individual attachments

\* **Other**

Please upload your signed Parental Consent form here

Upload both essays here. Both essays must be in one document and on separate pages. State which prompt you are answering on each page.

Upload the **Parental Consent Form** here.

#### Optional Documents

There are no optional documents for this program.

The signatures on the Parental Consent Form **cannot** be typed. The form will have to be signed by pen or stylus pen if using a tablet.

My Application   Add Program   Submit Application   Check Status

**Weill Cornell Medicine**  
Health Professions Recruitment and Exposure Program

Health Professions Recruitment and Exposure Program   Deadline: 11/01/2021

Home   Questions   Documents   **Evaluations**

### Evaluations

Once you have saved an electronic evaluation, an email request will automatically be sent to the evaluator on your behalf. Please advise your evaluator to look for this email in their inbox, as well as their spam or junk-mail folder, as emails do occasionally get filtered out.

General Letter Upload   2 required - 3 total allowed

[+ Request General Letter Upload Recommendation](#)

Click on the "Evaluations" tab

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

This step will have to be done at least twice (for each required recommender).

My Application   Add Program   Submit Application   Check Status

**Weill Cornell Medicine**  
Health Professions Recruitment and Exposure Program

Health Professions Recruitment and Exposure Program   Deadline: 11/01/2022

Home   Questions   Documents   Evaluations

### Evaluations

Once you have saved an electronic evaluation, an email request will automatically be sent to the evaluator on your behalf. Please advise your evaluator to look for this email in their inbox, as well as their spam or junk-mail folder, as emails do occasionally get filtered out.

General Letter Upload   2 required - 3 total allowed

[+ Request General Letter Upload Evaluations](#)

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

## Step 6a – Personal Information tile

My Application   Add Program   Submit Application   Check Status

**My Application**  
This dashboard is your application home providing access to each part of the application you need to complete and a high level overview of your progress.

**Latest Notifications**

- Your Weill Cornell Graduate School login has been updated
- Welcome back to the Weill Cornell Graduate School application (save this email!)

[View My Notifications](#)

**Personal Information**   0/1 Sections Completed

**Academic History**   0/1 Sections Completed

**Supporting Information**   0/1 Sections Completed

**Program Materials**   0/1 Sections Completed

Click on the "Personal information" tile

My Application    Add Program    Submit Application    Check Status

## My Application

This dashboard is your application home providing access to each part of the application you need to complete and a high level overview of your progress.

Latest Notifications

- Your Weill Cornell Graduate School login has been updated Today
- Welcome back to the Weill Cornell Graduate School application (save this email!) Today

View My Notifications

### Personal Information

0/6 Sections Completed

- Release Statement
- Biographic Information
- Contact Information
- Citizenship Information
- Race & Ethnicity
- Other Information

Click on each of these sections and complete the required information (marked with \*) including the "Race and Ethnicity" section.

### Military Status

Indicate your anticipated United States Military status at the time you enroll

Please specify branch of the United States Armed Forces

Service Began

Are you still serving?

Service Ended

### Military Discharge

\* Were you honorably discharged from the military?

☐ Yes ☐ No ☒ I did not serve

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

For the military question, answer "I did not serve".

My Application    Add Program    Submit Application    Check Status

## Other Information

Enter your responses to these additional questions. [Click here](#) for more information.

Once you submit your application, you cannot edit this section.

\* Indicates required field

### Language Proficiency

\* What is your First Language?

Add Another Language

### Military Status

Indicate your anticipated United States Military status at the time you enroll

Please specify branch of the United States Armed Forces

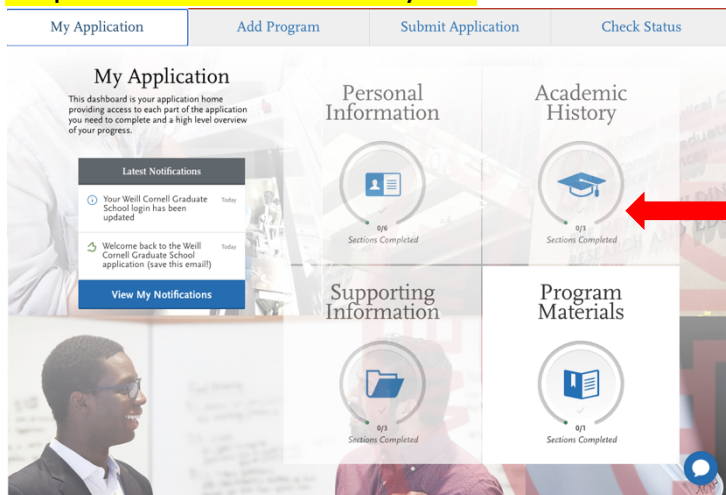
Service Began

Are you still serving?

☐ Yes ☐ No

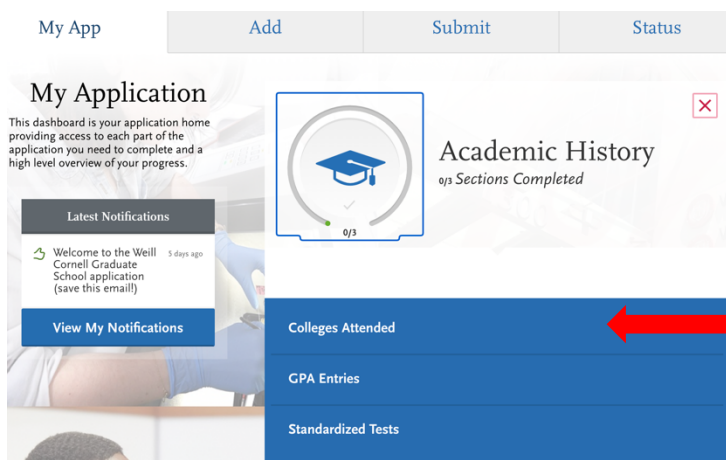
When you have completed all the sections in the "Personal Information" tile, click on the "My Application" tab to bring you back to the main screen.

## Step 6b – Academic History tile

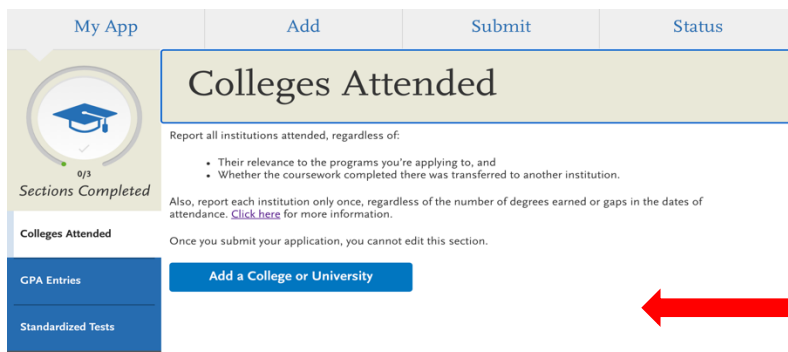


This section is not geared for high school students, but it must be completed for you to submit your application.

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



Click on the “Colleges Attended” section



Click on “Add a College or University”

My App Add Submit Status

Colleges Attended

**Add a College or University** ✕

Report all institutions attended. Once you submit your application, you cannot edit previously entered colleges and universities, but you can add new colleges and universities.

0/3 Sections Completed

\* Indicates required field

**What college or university did you attend?**

Colleges Attended

No College

ALVERNO COLLEGE  
Wisconsin, United States

EL CAMINO COLLEGE  
California, United States

MENDOCINO COLLEGE  
California, United States

[? Can't find your school?](#)

Save

Click on “Add a College or University” then “Can’t find your school?”

My App Add Submit Status

Colleges Attended

**Add a College or University** ✕

Report all institutions attended. Once you submit your application, you cannot edit previously entered colleges and universities, but you can add new colleges and universities.

0/3 Sections Completed

\* Indicates required field

**What college or university did you attend?**

Colleges Attended

No College

If you can't find your school in our list, select one of the options below:

☐ Unlisted English Speaking Canadian Institution ☒ Unlisted US Institution ☐ Unlisted English Speaking Canadian Foreign Institution

**Did you obtain or are you planning to obtain a degree from this college or university?**

☐ Yes ☒ No

**What type of term system does this college or university use?**

☐ Quarter ☒ Semester ☐ Trimester

**Are you still attending this college or university?**

☒ Yes ☐ No

**When did you attend this college or university?**  
Select the first and last terms you attended this institution, regardless of gaps in attendance.

**First Semester**

Fall September 2020

Save

Select the following responses to each of the prompts:

- Unlisted US Institution
- No
- Semester
- Yes
- Drop-down list – Fall, September, and the year you started high school

Click save

2/3

Sections Completed

Colleges Attended

GPA Entries

Standardized Tests

Colleges Attended

Transcripts Are Required

You can submit your application before transcripts are received. However, you must submit all required documents in order to complete your application.

This application requires specific transcript types from your colleges and universities attended.

Colleges and Universities Attended

No College

September 2020 - Still Attending | Semester System | No Degree Earned

Required Transcript Types

Unofficial Uploaded Transcript

Upload

Click on "GPA Entries"

My App

Add

Submit

Status

1/3

Sections Completed

GPA Entries

Colleges Attended

Standardized Tests

GPA Entries

No College

Add GPA

Click on "Add a GPA"

My App

Add

Submit

Status

1/3

Sections Completed

GPA Entries

Colleges Attended

Standardized Tests

GPA Entries

No College Transcript

Fall September 2020 - Still Attending

GPA Entries

Ok, great. Next let's add a GPA

I don't have a GPA to add

Click on "I don't have a GPA to add"

My App   Add   Submit   Status

## GPA Entries

Provide GPA information for the colleges you entered in the **Colleges Attended** section. If you attended a school twice (e.g., you completed both undergraduate and graduate coursework at the same college), click **Add A GPA** to add another GPA entry. [Click here](#) for more information.

If you attended a foreign institution, convert your GPA to the US, 4.0 scale. You can use a GPA calculator to do this, such as World Education Services' (WES): <http://www.wes.org/students/jgpaalc.asp>.

Once you submit your application, you can add new and edit previously entered GPAs, but you cannot delete previously entered GPAs.

Sections Completed 2/3

Colleges Attended ✓

GPA Entries ✓

Standardized Tests

No College

Edit

Click on "Standardized Tests"

My App   Add   Submit   Status

## Standardized Tests

You can self-report your standardized test scores or report tests you plan to take in this section. Some of the programs you apply to may require you to report certain test scores; be sure to check with your programs to ensure you're completing all requirements. [Click here](#) for more information.

Once you submit your application, you cannot edit previously entered tests. You can add new tests and update planned tests.

Note that self-reporting your scores isn't the same as providing official scores to your programs. If your programs require official test scores, see [Sending Official Test Scores](#) for more information.

I Am Not Adding Any Standardized Tests

GRE

Add Test Score

Click on "I Am Not Adding Any Standardized Tests"

My App   Add   Submit   Status

## Standardized Tests

**You opted not to add any standardized tests.**

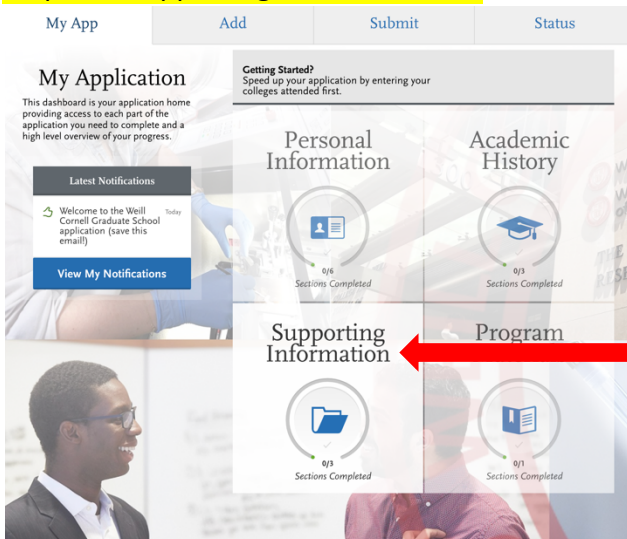
You may update the information in this section at any time prior to submission. Once you have submitted, you will be able to add more standardized tests, but you will not be able to update or delete.

Some programs do require you to report standardized test scores. Please make sure to check your program requirements to ensure that your application will be reviewed in full.

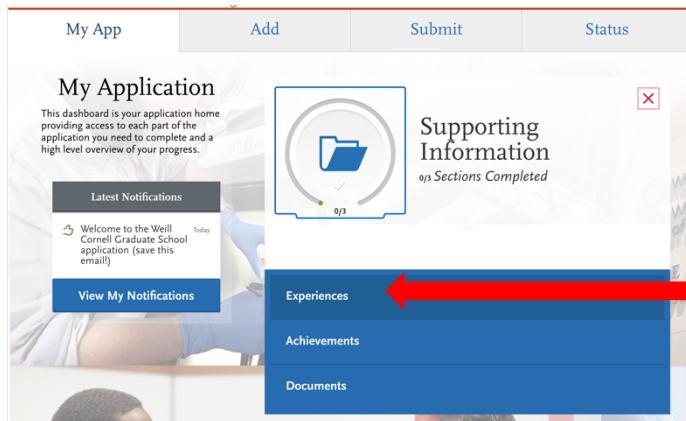
Would you like to add a test?

Click on the "My Application" tab to get back to the main screen

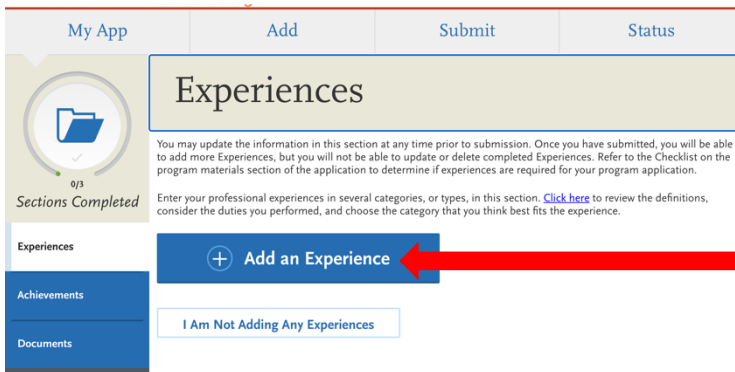
## Step 6c – Supporting Information tile



Click on the “Supporting Information” tile

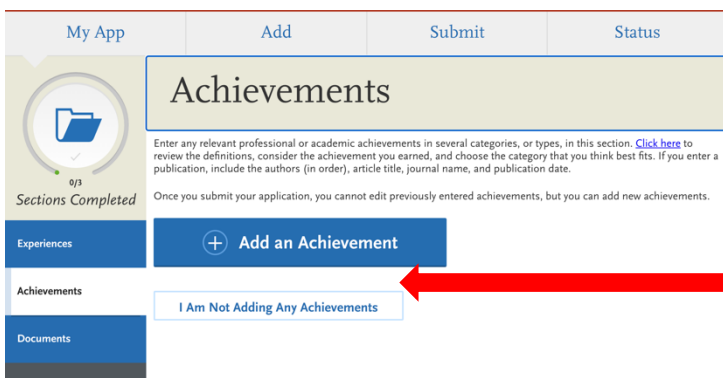


Click on the “Experiences” section



Click on “Add an Experience” to add employment or volunteer work. This will have to be done for each employment and volunteer opportunity you were a part of.

Or click on “I Am Not Adding Any Experiences” if you none to add.



Click on the “Achievement” section and then on “Add an Achievement” for each awards or honors you would like to add to your application.

Or click on “I Am Not Adding Any Achievements” if you do not want to add any.

My App Add Submit Status

## Documents

Provide supporting documentation for your application. You may update the information in this section at any time prior to submission. Once you have submitted, you will be able to add more documents if there are optional document uploads available to you, but you will not be able to replace existing document uploads with new versions or delete uploaded documents.

**UPLOAD TIPS**

- Review Uploaded Documents**: Have altered your formatting. Please review before submitting.
- Accepted File Types**: .jpg, .jpeg, .png. The size limit for each file upload is 15MB.
- Do Not Password Protect Your Documents**: Protected documents will not be sent with your application.
- Conceal Your Social Security Number (SSN)**: Only use correction fluid or a redacting marker to conceal your SSN before uploading.

Upload required and optional documents in this section. [Click here](#) for more information.

\* Indicates required field

**CV/Resume**

[+ Add Document](#)

**Other Relevant Documents**

[+ Add Document](#)

Click on the “Documents” section.

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

1. Have an electronic copy of your transcript (e.g., PDF format).
2. Click on “Add Document” under “Other Relevant Documents” **ONLY**.
3. Click on “Choose File” and select the file from your computer’s hard drive or from a USB drive
4. Click on “Upload this Document”

My App Add Submit Status

## Documents

### Ok, Let's Add Your Documents!

The accepted file formats are MSWord (.doc, .docx), JPEG (.jpeg, .jpg), PNG (.png), Rich Text Format (.rtf), Portable Document Format (.pdf), and ASCII Text file (.txt). The size limit for each file upload is 15MB.

Macintosh Users: Please be sure that the appropriate extension (e.g., .doc, .docx, .pdf) is at the end of the file name you select.

IMPORTANT: Having problems uploading a PDF? With a wide variety of PDF creation software in use, it is possible that the PDF you are trying to upload is in a format that we cannot read. Upload works best with PDF files conforming to the 'Acrobat 5.0 (PDF 1.4)' standard

\* Indicates required field

**\* Select the file to upload**

[+ Choose file](#) [Document.pdf](#)

[Upload This Document](#)

If you are not able to receive a copy of your transcript, have your guidance counselor email it to [hprep@med.cornell.edu](mailto:hprep@med.cornell.edu).

My App Add Submit Status

## Documents

Provide supporting documentation for your application. You may update the information in this section at any time prior to submission. Once you have submitted, you will be able to add more documents if there are optional document uploads available to you, but you will not be able to replace existing document uploads with new versions or delete uploaded documents.

**UPLOAD TIPS**

- Review Uploaded Documents**: The uploading process may have altered your formatting. Please review before submitting.
- Accepted File Types**: .doc, .docx, .pdf, .rtf, .txt, .jpg, .jpeg, .png. The size limit for each file upload is 15MB.
- Do Not Password Protect Your Documents**: Protected documents will not be sent with your application.
- Conceal Your Social Security Number (SSN)**: Only use correction fluid or a redacting marker to conceal your SSN before uploading.

Upload required and optional documents in this section. [Click here](#) for more information.

\* Indicates required field

**CV/Resume**

[+ Add Document](#)

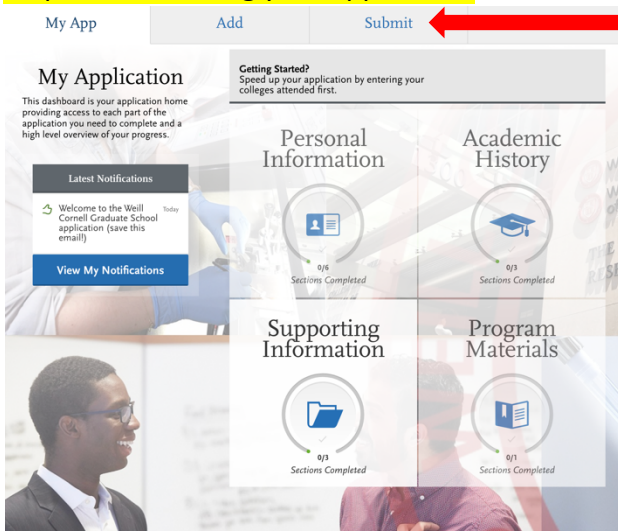
**Other Relevant Documents**

[Document.pdf](#) Uploaded: 11/23/2020

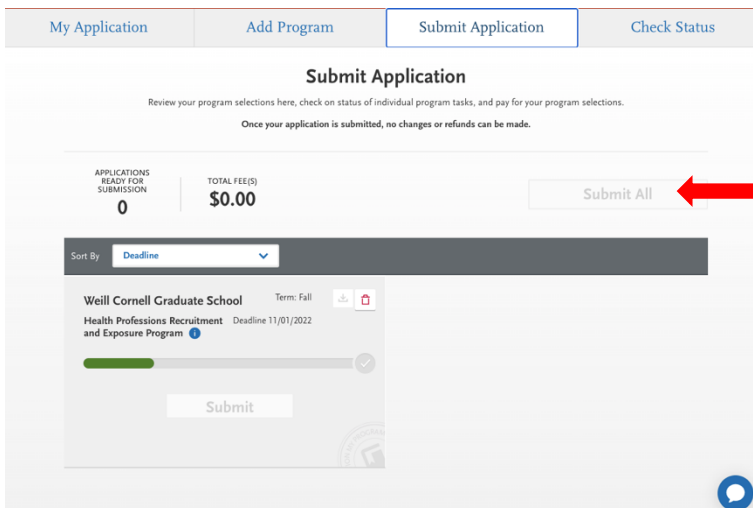
Click on the “My Application” tab to get back to the main screen and double check that all the required documents have been submitted.

Please note that the letters of recommendation do not need to have been uploaded by your recommenders for you to submit your application.

## Step 7 – Submitting your application



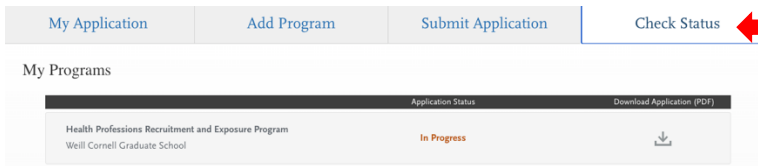
Click on the “Submit Application” tab



Click on “Submit All” to submit your application.

Please note that you will not be able to submit any other documents after you click on this button. So, make sure that you are ready to submit your application when you are ready and by the deadline (November 1, 2021).

If “Submit All” is greyed out, then you have not submitted a required document or entered a required information. Double check each of the four tiles to see what is missing. Use this document and the checklist to help.



Click on the “Check Status” tab to make sure your application went through from “In Progress” to “Submitted”.