Deadline to apply - **Monday, November 1, 2021**

**How to apply**

1. Create an account [here](#).
2. Select **Fall 2021** 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, 2021

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 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.
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Step 1: Create an account

Welcome to Weill Cornell Medical College and Graduate School

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

Hello, !

* Indicates required field

Thank you for your interest!

Please let us know when you plan to begin your program to help us serve you better.

I plan to start a program: Fall, 2021
Click on the “+” sign to select the health Professions Recruitment and Exposure Program.

The “+” will turn into a green checkmark. Click continue.
Step 5: Go to the **Program Materials** tile FIRST

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

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.

Answer the prompts in the “Questions” tab.

Click on the “Documents” tab.
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.

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 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 *) including the “Race and Ethnicity” section.

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”.
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”

Click on “Add a College or University”

Select the following responses to each of the prompts:

- Unlisted US Institution
- No
- Semester
- Yes
- Drop-down list – Fall, September, 2021
Click on “GPA Entries”

Click on “Add a GPA”

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

Click on “I Am Not Adding Any Standardized Tests”

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

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

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”.