Deadline to apply - **Tuesday, February 1, 2022**

**How to apply**

1. Create an account [here](#).
2. Select **Summer 2022** in the **Program Plans** pop-up window. Click “Continue”.
3. Select **The Travelers Summer Research Fellowship Program** to begin the application process. Click “Continue”.
4. Review the selection to make sure it states **The Travelers Summer Research Fellowship 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 statement
   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
   b. Academic History – add all colleges/universities that you have attended (including summer courses). Official transcripts are needed to see the grades that were earned.
      i. We do not need standardized test scores submitted
      ii. We will need to see grades from Fall 2021 semester
   c. Supporting Information – complete with experiences (i.e., volunteer work) and achievements you would like to share.
      i. Enter all information that is included in your CV in the “Experiences” and “Achievements” sections
      ii. To enter volunteer work, add an experience and select the type of experience. Towards the end of the webpage, you’ll be able to select the type of recognition (i.e., volunteer).
      iii. Uploading in the “Documents” section
         1. Click on “CV/Resume” to upload your CV
2. Click on “Other Relevant Documents” to upload your Proof of Citizenship/Permanent Resident Visa
   a. Documents that will be accepted are listed in the Program Materials tile
7. Click on the Submit Application tab and then the Submit button once you have completed the above steps.
   a. You will be able to submit your part of the application even if your recommenders have not yet submitted their letter of recommendation.
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**Step 1: Create an account**

Welcome to Weill Cornell Medical College and Graduate School

Sign in with your username and password below. First time here? Safely Create an Account to get started.

- Username
- Password

Sign In

Create an Account

Click here for COVID-19 updates and FAQs related to your application.

Weill Cornell Medicine offers Masters, Certificate, and Summer Programs in the medical, health, and research fields, including:

- Master of Science degree in Healthcare Policy & Research and Clinical Epidemiology
- Certificate Programs in Health Analytics
- Summer Research Programs for undergraduates interested in pursuing an MD or PhD degree

Thank you for taking the time to apply and we look forward to reviewing your application.

**Steps 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: Summer, 2022

Continue
Click on the “+” sign to select the Travelers Summer Research Fellowship Program. The “+” will turn into a green checkmark. Click continue.

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 T-SRF in the “Home tab.

The personal statement and letters of recommendations have specific prompts that **must** be followed.
Answer the prompts in the “Questions” tab.

Click on the “Documents” tab

Add personal statement here
Step 6a – Personal Information tile

Click on the “Personal information” tile

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 (one for each recommender).

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

Click on the “Evaluations” tab

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Evaluations
Letter of Recommendation
Please submit two letters of recommendation:
1. A letter from your college premedical advisor or a member of your science faculty who has taught you, and who will give as a statement of your motivation and potential for medical and scientific studies.
2. A letter of recommendation from a source outside of your college community where you have worked or issues with underserved populations within the US

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 folders, as emails do occasionally get filtered out.

Step 6a – Personal Information tile

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

Click on the “Academic History” tile.

Click on the “Colleges Attended” section
Step 6c – Supporting Information tile

Click on “Add a College or University” and add each college attended (even if it is for one course) and then complete the “GPA Entries” section.

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.

Include information even if it is on your CV.

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.

Include information even if it is on your CV.
Click on the “Documents” section.

Click on “Add Document” to upload your CV

Click on “Add Document” to upload your Proof of Citizenship/Permanent Resident Visa

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 the “Submit” tab to submit your application.

Please note that you will not be able to submit any other documents after you click on this button.

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”.