

## Registering and Creating Your HCEC File

A complete HCEC file contains the items listed below. All are required, with the exception of the letter of evaluation waiver form, as explained below. These documents will be helpful when you get ready to apply to schools, so be sure to keep a copy of everything you submit.

### I. Registrants generate and directly submit these items to HCEC:

1. Due at Step I: Registration Form with fee paid by cash, check, or Bursar billing. We do not process credit card payments. You may apply for a fee waiver at the Financial Aid Office, and indicate “Fee Waiver Pending” on the Registration Form.
2. Due at Step II:
  - a. The HCEC Background Information Form; we call this the “BIF.” This informs the Committee about your personal and professional history in a user-friendly, standardized way. We do not accept documentation of your background in other formats.
  - b. A personal statement, which further explains your candidacy to the Committee in a free-form narrative format. The HCEC does not quote directly from it in the letter of evaluation. We appreciate statements about two pages in length, but it is your prerogative to write as much as you feel we need to know. Therefore, longer statements are accepted and read in entirety.
  - c. A recent photograph.
3. **Be informed!** If you did not decide about FERPA when you registered, or you want to reconsider your decision, please read “Waiving or Maintaining Access to Letters,” available at the HCEC website and in the *Applicant Guide*. If you decide to waive your FERPA right to view your HCEC letter of evaluation, and did not so indicate when you registered, download and submit the: “HCEC Letter of Evaluation Optional Waiver Form” before your file is complete. It is the HCEC’s responsibility to notify the person or persons composing your letter of evaluation of your choice. If you do not submit this before your file is complete, we will notify the schools to which you apply that you have not waived FERPA.

### II. Registrants request third parties to submit these items to HCEC:

1. Official transcripts from institutions other than Cornell for any grades earned by the end of the fall semester in the year that you apply. We require you to submit official transcripts for all post-secondary courses you have taken outside Cornell before our Step II deadline. We do not require transcripts for courses you used for high school credit when you applied to Cornell. Since, all things considered, early application is beneficial, it may be helpful to you later to learn from this how long it takes for other schools to process transcript requests. You will not submit a Cornell transcript to HCEC directly unless an incorrect or incomplete transcript is corrected during or after the spring semester of the year that you apply to schools. Please check transcript(s) for accuracy.
2. The HCEC recommends that you secure three letters of recommendation for the HCEC file, and that two come from Cornell-affiliated people. Files that contain fewer than two recommendation letters are incomplete. We do not accept more than three letters. You are required to indicate on a form we supply that you give to each recommender whether you choose to waive or not to waive your FERPA rights to access that letter. The recommender must send us that form and we are obliged to inform schools where we send your packet of each decision as well.