

Cornell Students Registering for the First time

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.

Registrants generate and directly submit the underlined items to HCEC:

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. The registration form has five statements you need to read and sign, including the decision to waive or not to waive your FERPA rights.*

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.

*If you did not decide about FERPA when you registered, or you want to reconsider your decision, please read "Waiving or Not Waiving 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.

Registrants request third parties to submit these underlined items to HCEC:

1. We require you to submit official transcripts for all post-secondary courses you have taken outside Cornell. See deadlines for this. We do not require transcripts for college courses you used for high school credit when you applied to Cornell. (Early application to professional school is beneficial, so learning how long it takes for your other colleges to process transcript requests is helpful for you to know). 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. We do not accept more than three letters. Files that contain fewer than two recommendation letters are incomplete. You are required to indicate on a form we supply, which you then 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.

When your HCEC file is complete, Cornell students only (not alumni or re-applicants) will be matched with an interviewer who will prepare your letter of evaluation.

Exceptions

Exceptions to deadlines may be made under certain circumstances.

Early Decision

HCEC must be notified in writing of your intent to apply Early Decision at least four weeks prior to the deadline for submission of letters to the medical school. You must provide the name of the medical school and the school deadline for submission of letters and legally authorize the distribution.

Transfer Students

Appendix– “Transfer Students’ Guidelines”

Study Abroad or Other off-Campus Programs:

Appendix– “Study Away Guidelines”

Applicants who register late:

The HCEC expects non-transfer juniors and senior applicants on campus to adhere to the undergraduate timeline. Letters of evaluation completed after the timeline may not reach the schools until the fall months. This may create a lateness issue when your application is reviewed by the admissions committee, which could hurt your chances of acceptance.

To understand the HCEC process, review the HCEC Orientation recording available in the Career Library, 103 Barnes, and on the Health Careers website.

To discuss timing options and issues related to applying, consult a health careers advisor.

If you are unable to adhere to the undergraduate timeline contact Janet Snoyer, Assistant Director of Health Careers and Credentials (js100@cornell.edu), as soon as you know this.

Registration after October 31 is by permission of the Chairman only.

HCEC 2009 Undergraduate Timeline

- **HCEC Orientation** November 5, 2008
- Informational Meeting for 2009 applicants planning to matriculate in 2010
- Pick up Step I Registration information
6:30 p.m. – 7:15 p.m.
233 Plant Science
- **Registration Step I** January 27 **or** 28, 2009
- Turn in registration form and fee anytime between 5:00 and 7:00 pm
- Pick up Step II Registration materials
5:00 - 7:00 p.m.
103 Barnes Hall
- **Registration Step II** March 10 **or** 11, 2009
- Turn in Step II Registration materials anytime between 5:00 and 7:00 pm
5:00 - 7:00 p.m.
103 Barnes Hall
- **Deadline for official non-Cornell transcripts** March 11, 2009
- **Deadline for letters of recommendation** March 25, 2009
- Letters arriving after the deadline date will be kept at Barnes and will not be included in the file provided to your interviewer.
- **Name of interviewer posted at file status check on HCEC website** April 1 – 3, 2009
- HCEC Registration Step II must be completed on time
- **Students schedule their interview** April 8 – 10, 2009
- **Faculty conduct interviews** April 14 – May 22, 2009
(at interviewer's convenience)
- **HCEC summer email updates begin** Mid-June, 2009
- Be sure HCEC has your summer email address
- Includes information about HCEC letter distribution procedure and timely information
- **Students may begin submitting distribution requests** August 1, 2009
- **Deadline for distribution requests to go out on first release date** August 14, 2009
- **Distribution request released by HCEC** Starts Aug. 19, 2009
and then as received.

You are expected to complete your file in accordance with this timeline.