

## Procedure for First-time Alumni/ae Registering with HCEC

---

### Overview

If you are a Cornell alumnus/a applying to a health professions school, you may register with the Health Careers Evaluation Committee (HCEC) and have a letter of evaluation written on your behalf. The letter of evaluation is written by the HCEC Chair and is based solely on the materials you provide to the HCEC office.

As a graduate of Cornell, you may consult with the health careers advisor to review your credentials and timing for medical school application. Alumni are also encouraged to access audio programs on the Audio Programs web link. These audios contain information on essays, medical school interviews, choosing where to apply and other useful topics pertaining to the application process.

## Re-applicants Updating or Reactivating an Existing File: Senior Undergraduates, Graduate Students, or Alumni

---

### Overview

If you have previously registered with the Health Careers Evaluation Committee (HCEC) and would like to apply or reapply to health professional schools, you have two options.

1. Reactivate: You can reactivate your file as is and have HCEC forward your existing letters to schools upon your request.
2. Update: If more than one year has passed since you first registered with HCEC, you may update your HCEC file by submitting new letter(s) of recommendation and having an addendum written in addition to your previous letter of evaluation. The HCEC will then send these new materials along with the original packet to schools upon your request.

A minimum of one month is required normally to produce the updated letter of evaluation after the HCEC has received all required materials. A letter of evaluation that will not reach the medical schools until the fall months may create a lateness issue, especially at schools with rolling admissions; this could hurt your chances of acceptance. Please see *HCEC Deadlines*. Registration after October 31 is by permission of the HCEC Chairman only.

A cautionary note: admissions officers state they look for substantial improvement in a reapplicant's credentials. Before proceeding, you may want to discuss your situation with a health careers advisor to determine the optimum time to reapply.

### What Is the difference between reactivating and updating?

When you reactivate, the HCEC simply sends your original HCEC letter packet to schools you request. When you update, you add new information to your file, as explained below.

### Registering for the reactivate or update process

**Registration Form and payment** (non-refundable) should be submitted as soon as you are sure that you plan to use your existing HCEC file to apply to a health career school. Registration officially re-opens your file, and allows you to designate yourself as reactivating or updating. The Update fee is \$75, and the Reactivate fee is \$25. If you are reactivating, only the Registration Form and payment are needed before you make distribution requests.

### Updating an existing HCEC file

**Letters of Recommendation.** If it has been one year since you completed or last updated your file, submit one new letter; if it has been two or more years, two letters will be accepted. Choose letter writers carefully as the HCEC will not use any additional letters. You may not substitute a new letter

for an old one. We will send the original packet and the newly updated packet with its one or two letters. Give each recommender a copy of the waiver form and guidelines for letter writers, which you can download from the HCEC website. The guidelines offer suggestions for the content of the letter. A recommender should be someone who can give insight into your accomplishments for the time elapsed since the original letter of evaluation was written.

The following underlined items are for file use only. We do not send them to health career schools.

Transcript(s). HCEC will obtain your Cornell transcript. In addition, you must submit an official transcript from all other colleges and universities attended.

The HCEC Letter of Evaluation Optional Waiver Form may be signed and submitted if you decide to waive your FERPA rights. For more information on this topic, see *Waiving or not Waiving Access to Letters*.

Background Information Form (BIF) describes your activities during the past year(s), so that HCEC can clearly see what you have been doing. This form is used to help the chairman write an update to the original letter of evaluation. We do not accept any other format for describing your background (e.g., resume, CV, etc.).

Statement of Recent Accomplishments (one to two pages double-spaced) must be submitted describing relevant activities and accomplishments that have occurred since your last HCEC letter was prepared. Specifically explain what experiences and accomplishments have improved your preparation for medical/dental school and what you will be doing in the coming year. The statement may be used to elaborate on specific activities listed on the HCEC Background Information Form, to present your current motivation for a medical career, and/or to comment on any relevant personal growth experience. The statement is for HCEC use only and will not be sent to health professions schools. Information provided is critical to developing a supportive update letter.