Timeline for 2019 HCEC Process

Cornell Alumni for Matriculation in FALL 2020
This presentation is for Alumni applying to schools of human medicine for matriculation in fall 2020
This presentation includes:

- List of url links to Valuable Information
- Description of the HCEC
- Details of the HCEC Registration Process
- Key Dates and Deadlines
Important links for HCEC registrants:

Cornell Career Services: [http://www.career.cornell.edu/](
HCEC: [http://www.career.cornell.edu/paths/health/medschool/hcec/index.cfm](http://www.career.cornell.edu/paths/health/medschool/hcec/index.cfm)
HCEC Process Overview: [http://www.career.cornell.edu/paths/health/medschool/hcec/process.cfm](http://www.career.cornell.edu/paths/health/medschool/hcec/process.cfm)
HCEC Registration and Checklist: [http://www.career.cornell.edu/paths/health/medschool/hcec/status.cfm](http://www.career.cornell.edu/paths/health/medschool/hcec/status.cfm)
Health Careers Advisors: [http://www.career.cornell.edu/paths/health/advisors.cfm](http://www.career.cornell.edu/paths/health/advisors.cfm)
AAMC: [https://www.aamc.org/](https://www.aamc.org/)
AMCAS: [https://students-residents.aamc.org](https://students-residents.aamc.org)
AACOMAS: [http://www.aacom.org/become-a-doctor/applying](http://www.aacom.org/become-a-doctor/applying)
Core Competencies: [https://students-residents.aamc.org/applying-medical-school/article/core-competencies/](https://students-residents.aamc.org/applying-medical-school/article/core-competencies/)
This presentation includes:

- Overview of the HCEC
- Timeframes:
  - Key Dates and Deadlines
- HCEC Requirements
- Where to get relevant information
What exactly is the HCEC?
The HCEC staff consists of the:

Committee Chair – Professor Graeme Bailey
HCEC Manager – Doug Lockwood
Records Coordinator – Jeremy Richards
Summer Editors
Primary role of the HCEC:

The preparation of **Letters of Evaluation** for Cornell juniors, seniors, and alumni who are applying to post-graduate, doctoral-level, degree-granting programs in the human health professions.
Eligibility

Any Cornell student or alumna/us who has completed at least 30 letter-graded, undergraduate credit hours at Cornell is eligible to register with the HCEC.
Must you use the HCEC?

No. However, admissions officers at most medical schools prefer students to use their undergraduate school’s committee if the school offers one.
The HCEC Letter

The **HCEC Letter** or **Letter of Evaluation (LoE)** is often the most heavily weighted qualitative element in an admissions committee’s decision to offer a personal interview.

The LoE is a concise, individualized presentation of a candidate’s attributes.

The **LoE** is **NOT** a letter of recommendation.
The HCEC Letter is positive in tone, providing an overall evaluation of each individual’s unique qualities and attributes.
The HCEC Letter

The LoE interprets your undergraduate and post-graduate experiences in terms of:

• Academic record
• Service, clinical, and other activities (including research)
• Personal background and experiences
How does the HCEC evaluate candidates?

The HCEC describes your qualities as a candidate based on the information about your experiences provided in your:

- Online registration documents:
  - Transcript(s)
  - Background Information Form (BIF)
  - Personal Statement (PS)
- Letters of Recommendation
- HCEC interactions
How does the HCEC evaluate candidates?

Through your registration documents (BIF, PS) explain how your involvement in activities enhances your candidacy for medical school.
How does the HCEC evaluate candidates?

Qualitative, non-academic factors are an important part of the HCEC evaluation.
The HCEC Does **NOT** Evaluate:

- Performance on standardized tests
- Activities or coursework that took place during high school or on another campus* (although we may refer to these in the HCEC Letter)

*With the exception of off-campus, Cornell-sponsored programs, such as the Urban Semester and Study Abroad
How does the HCEC evaluate candidates?

The HCEC Does **NOT** Evaluate:

- Grades for coursework not yet completed
- Activities planned for the summer or beyond
WELCOME TO CORNELL CAREER SERVICES

...where students engage in learning and self-discovery, and build connections to prepare for managing their careers as they contribute to a changing world.

Cornell Career Services is part of Cornell’s Division of Student and Campus Life. Our comprehensive services in Barnes Hall are open to all students, and complement the services offered through career offices in the undergraduate colleges that are tailored to more college-specific academic and career goals. Students in the Johnson School of Management, Law School, and College of Veterinary Medicine are served by their independent career offices.

The mission of Cornell Career Services is to empower students to identify their strengths, interests, and values; discover and explore possibilities; gain experience; and develop strategies for pursuing diverse career paths and making mindful career decisions. We offer an array of career-development activities that inspire students to gain confidence and establish a foundation upon which to build their careers over a lifetime.

Cornell Career Services staff members want to help you learn about your skills and interests, and articulate them confidently in resumes, cover letters, interviews, and personal statements; identify and explore career options that you might pursue; and implement an effective strategy to attain your desired career outcomes. You will find many resources in these pages, and we also invite you to visit our offices in person.
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Cornell students have many options for the direction of their careers. Each year CCS conducts a survey of graduates from our undergraduate divisions to learn their plans. Overall, usually around half of our graduates go directly into the workforce. About another third continue their education in graduate or professional school, with the remainder undertaking other activities such as volunteering, traveling, or taking time off. The percentage of graduates heading directly into the workforce or selecting a path that requires additional education varies from college to college.

Cornell Career Services provides support, no matter which path you choose to follow for your career. In this section you will find resources for specific career fields. You will find significant resources for conducting job searches in the Students section (Finding Jobs).
The Health Careers Program at Cornell provides a wide range of services, including advising, programs, information resources, and a Health Careers Evaluation Committee (HCEC).

The HCEC serves Cornellians in the year that they apply to those health professional schools that request a University letter of evaluation.

Basic information is published in three guides, available in 103 Barnes or downloadable from this site (SEE ALSO: Cornell Health Careers Guides)

- The Guide for First-and Second-year Pre-Medical Students is primarily for students interested in medical or dental school but is also useful to students considering other human health fields.

- The Guide for the Advanced Pre-Medical Student allows students to assess their readiness to apply to medical or dental school and to navigate the application process.

- The Cornell Animal Health Professions Exploration and Planning Guide is for students interested in veterinary medicine.

- Students are encouraged to use the Health Careers Reflection Journal to help reflect on experiences and academics, assess readiness for applications to professional schools, and prepare for the application process. To discuss the reflection journal, contact a Health Careers Advisor.

These guides answer questions about major, required courses, tests, admission factors, letters of recommendation, what to do year-by-year, and how to contact a health careers advisor.
APPLYING TO MEDICAL SCHOOL

The following pages contain key information on the application timetable, the application, and financing a medical education. There is also information on alternate routes and application service links.

- Undergraduate Timetable and Checklist (Med School)
  - What to do and when to do it
- Medical School Acceptance Protocol
  - The right way to handle your acceptances

There are many sites containing extensive information to help you explore and prepare to enter one of the health career areas:

**HEALTH CAREERS**

- Health Professions Websites (NEAHP)
  - NEAHP is committed to providing resources for our membership to stay informed about the various professions available to our students interested in Careers in the Health Professions.
- HealthCorps
  - An AmeriCorps program, Community HealthCorps is the largest health-focused, national AmeriCorps program that promotes health care for America’s underserved, while developing tomorrow’s health care workforce. Community HealthCorps members (through AmeriCorps) perform a variety of activities associated with health services and programs for patients and community, often by functioning as community health workers. Benefits include living allowance, health care, education award. Must be U.S. citizen, national or lawful permanent resident.

SEE ALSO:

- Medical Admissions and School Evaluation Surveys
HEALTH CAREERS EVALUATION COMMITTEE (HCEC)

The HCEC serves Cornell juniors, seniors, and alumni who apply to health professional schools and who request a university letter of evaluation. The letter of evaluation—which is not a letter of recommendation—is a comprehensive written review of the applicant’s candidacy for the health career of his or her choice. The HCEC prepares the letter of evaluation and appends the applicant’s letters of recommendation to it. The HCEC letter may only be used in support of applications to four-year degree granting programs in the human health professions, in schools of allopathic and osteopathic medicine, dentistry, optometry, and podiatry. The HCEC letter may not be used to apply for post-baccalaureate or master’s degree programs.

THE COMPLETE HCEC LETTER INCLUDES:

- The Letter of Evaluation composed by the HCEC
- 2-3 Letters of Recommendation

Health professional school applicants who elect not to use HCEC’s service may request a “non-registrant letter” from the HCEC.

Before beginning the HCEC registration, learn the essential information about the HCEC process by reviewing the HCEC Process Overview page. You may return to the Process Overview page at any time for access to HCEC Forms and other relevant information.

REGISTRATION FOR THE 2019 HCEC CYCLE OPENS DECEMBER 1, 2018

Undergraduate Registrants for 2019 cycle please note: Pre-Registration is required.
Visit the Health Careers Advising Pre-Registration page for important information.
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HCEC - Ithaca - Cornell Career Services - Cornell University
www.career.cornell.edu/paths/health/medschool/hcec/

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HCEC Online File · HCEC Pre-Registration · HCEC Process Overview · Contact Us

Cornell Career Services: HCEC Online File - Ithaca
www.career.cornell.edu/paths/health/medschool/hcec/status.cfm

HCEC registration is an annual service. You must re-register with the HCEC for each application cycle in which you intend to use the HCEC's services. HCEC ...
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HCEC PROCESS OVERVIEW, INFORMATION, AND FORMS

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Accessing the Registration and Checklist

HEALTH CAREERS EVALUATION COMMITTEE (HCEC)

The HCEC serves Cornellians who apply to health professional schools and who request a university letter of evaluation. The letter of evaluation—which is not a letter of recommendation—is a comprehensive written review of the applicant’s candidacy for the health career of his or her choice. The HCEC prepares the letter of evaluation and appends the applicant’s letters of recommendation to it. The HCEC serves applicants to schools of allopathic and osteopathic medicine, dentistry, optometry, and podiatry.

THE COMPLETE HCEC LETTER INCLUDES:

- The Letter of Evaluation composed by the HCEC
- 2-3 Letters of Recommendation

Medical school applicants who elect not to use HCEC’s service may request a “non-registrant letter” from the HCEC.

SEE ALSO:
- Health Careers Advisors
- CCS Media: Health Careers
- CCS Calendar: Health Careers
Accessing the Registration and Checklist

www.career.cornell.edu/paths/health/medschool/hcec/status.cfm
HCEC ONLINE FILE

HCEC registration is an annual service. You must re-register with the HCEC for each application cycle in which you intend to use the HCEC's services.

HCEC registration requires a NetID. If you do not have a NetID, please see the CIT website to learn how to get one, whether or not you are currently on campus.

CURRENT HCEC REGISTRATION AND ONLINE CHECKLIST
APPLICATION TRACKING TOOL FOR 2018 APPLICANTS
HISTORICAL HCEC ONLINE CHECKLIST FOR PREVIOUS REGISTRANTS
Things to Know:

Learn about the resources available to you!

• The application process is long, time-consuming, and expensive

• Establish a pattern of decision making based on accurate information

• Plan ahead

• Seek guidance throughout the process
Health Careers Advising

Join the Pre-Health E-list

- Kimberlee Swartz will send updates and reminders through the PREHEALTH-L e-list

- To join, send an email to PREHEALTH-L-request@cornell.edu and put join in the subject line, leaving the message body blank
The following Cornell staff and faculty members are designated by their colleges, divisions, or programs as prehealth professions advisors. You are encouraged to use this list to locate advisors who can assist you.

CORNELL CAREER SERVICES
Kimberlee Swartz
Manager, Health Careers Advising Programs
103 Barnes Hall
Phone: 607/255-0542
E-mail: kms273@cornell.edu

COLLEGE OF AGRICULTURE AND LIFE SCIENCES
Jennifer DeRosa
Assistant Director of Career and Academic Support
140 Roberts Hall
Phone: 607/255-2257
E-mail: jdr42@cornell.edu

Laurie Gillespie
Associate Director of Career and Academic Support
140 Roberts Hall
Phone: 607/255-2257
E-mail: bgg2@cornell.edu

Steve Shaum
Assistant Director of Career and Academic Support
140 Roberts Hall
Phone: 607/255-2257
E-mail: ssc436@cornell.edu

COLLEGE OF ARTS AND SCIENCES
Ana Adinolfi
Pre-Med Advisor

IN THIS SECTION:
- Health Careers
- Exploring Health Careers
- Applying to Medical School
- Getting Experience
- Gap or Bridge Year
- Health Careers Advisors
- Health Careers Stories
- Resources for Health Careers
HEALTH CAREERS ADVISORS

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140 Roberts Hall
Phone: 607/255-2257
E-mail: lal31@cornell.edu

Steve Shaum
Assistant Director of Career and Academic Support
140 Roberts Hall
Phone: 607/255-2257
E-mail: srd433@cornell.edu

COLLEGE OF ARTS AND SCIENCES
Ana Adinolfi
Pre-Med Advisor
HCEC staff are NOT advisors

But we do advise you to consult advisors liberally!

Anything shared with an advisor is private, confidential, and not shared with the HCEC.
The HCEC File

✓ Registration Parts 1 & 2
  (questionnaires, forms, and fees)

✓ Transcripts

✓ Letters of Recommendation

✓ HCEC Checklist  (including sending a PDF of your submitted primary medical school application)
Accessing the Registration and Checklist

HCEC ONLINE FILE

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**CURRENT HCEC REGISTRATION AND ONLINE CHECKLIST**

APPLICATION TRACKING TOOL FOR 2018 APPLICANTS

HISTORICAL HCEC ONLINE CHECKLIST FOR PREVIOUS REGISTRANTS
Accessing the Registration and Checklist

HCEC Online File

Register/Login to complete your HCEC registration and file.

Your HCEC checklist must be completed through the "file completed" point of the checklist in order for your HCEC letter to be written and released. This is an important method of communication between the HCEC and you. The HCEC and you will each enter information into the HCEC checklist.

Enter your HCEC Registration and Checklist

Health Careers Evaluation Committee, 210 Barnes Hall, Ithaca, NY 14853-1601
phone: 607/255-0546 email: HCEC@cornell.edu
The HCEC Checklist

Use your Checklist to complete your HCEC File
The HCEC Checklist
Use your Checklist as an information resource and a step-by-step guide to assist you with completion of HCEC requirements

<table>
<thead>
<tr>
<th>Month Range</th>
<th>Status</th>
<th>Description</th>
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<tbody>
<tr>
<td>April - May</td>
<td>Not complete</td>
<td>Delivery Authorization</td>
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<tr>
<td>May - June</td>
<td>Not complete</td>
<td>Application to Human Health Professional Schools</td>
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<tr>
<td>June - October</td>
<td>Not complete</td>
<td>Checklist Complete</td>
</tr>
<tr>
<td><strong>Deadline: 07/31/2019</strong></td>
<td></td>
<td>Checklist Complete. Checklist items must be completed up to this point for the HCEC Letter to be released.</td>
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<td>My HCEC Checklist is complete to this point. The HCEC will complete my letter and notify me via email when my letter has been released.</td>
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### The HCEC Checklist

Your checklist must be complete in order for your letter to be released

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The HCEC Checklist

Use your Checklist as an information resource and a step-by-step guide to assist you with completion of HCEC requirements.

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</table>

Deadline: 07/31/2019
Required Readings

• Read the Required Readings provided in your Online File.
• Check regularly for new Required Readings.
Required Readings

Read the **HCEC 2019 Registrant Guide** found in the Required Readings section of your HCEC Online Checklist.
Required Readings

Read the **HCEC 2019 Registrant Guide** found in the Required Readings section of your HCEC Online Checklist.
FAQs

• FAQs contain answers to commonly answered questions
• Read the FAQs before contacting the HCEC
News & Bulletins

• Stay informed on important news from the HCEC

• The News & Bulletins will provide updates on letter release
The HCEC Checklist
Registration Part 1 - Online

• Registration Intent Questionnaire (RIQ)
• Health Careers Reflection Journal Qs 1-8*
• Complete Pre-Health Advising Workshops
• Submit online: BIF, PS, PHO, and GPA

* The Reflection Journal is not sent to the HCEC

The Reflection Journal is a private, personal working document for self-assessment of readiness to apply.
Some responses can be pasted directly into the HCEC Background Information Form (BIF)
The HCEC Checklist

Registration Part 1 - BIF
(Background Information Form)

- Categorize your activities (service, clinical, etc.),
- Describe your activities,
- Demonstrate your time commitment, and dedication to the activity,
- Explain how your participation in activities allowed you to develop your core competencies.

Early Submission Deadline: January 21, 2019
Final Deadline: July 31, 2019
The HCEC Checklist

Submit BIF through the Checklist

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<td>Click the red checkbox after you have performed the required task.</td>
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<td>Black checkboxes will be marked automatically by the HCEC.</td>
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<td><strong>Expand/minimize all</strong></td>
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<td><strong>Readiness Assessment</strong></td>
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<td><strong>12/1/2018</strong></td>
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<td></td>
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<td>I have carefully considered the opportunities available to me and decided that I am ready to apply in Summer 2019 to schools of human medicine for matriculation in Fall 2020. <a href="#">Health Careers Advisors</a></td>
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<td><strong>12/1/2018</strong></td>
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<td>I agree that should I decide not to apply in this current cycle, I will notify the HCEC of my decision by email.</td>
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<td><strong>Readings</strong></td>
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<td><strong>12/1/2018</strong></td>
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<td>I am aware that I am responsible for reading and understanding materials posted in the Process Overview, FAQ, and Required Reading pages, and staying up-to-date with newly published Required Readings.</td>
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<td><strong>12/1/2018</strong></td>
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<td><strong>12/1/2018</strong></td>
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<td>I have joined the Health Careers Advisor's email list. <a href="#">Link to Health Careers Advisor's email list</a></td>
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<td><strong>12/1/2018</strong></td>
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<td>I am aware that the AAMC Fee Assistance Program (FAP) will begin accepting applications January 2019. <a href="#">Link to FAP website</a></td>
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<tr>
<td>Dec-Feb</td>
<td>Not complete</td>
<td><strong>Registration</strong></td>
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<td><strong>12/1/2018</strong></td>
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<td>I am aware that if I submit all HCEC registration materials, including all LORS, by 01/21/2019 my letter will be eligible for priority letter release.</td>
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<td>Part 1</td>
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<td>I have completed the Registration Intent Questionnaire (RIQ).</td>
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<td><strong>12/1/2018</strong></td>
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<td>I have completed Questions 1 – 8 of the Health Careers Reflection Journal. <a href="#">Link to Reflection Journal Instructions</a></td>
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<td><strong>12/21/2018</strong></td>
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<td>I have completed the Background Information Form (BIF). <a href="#">Link to BIF</a></td>
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<td>I have completed the Personal Statement (PS). <a href="#">Link to PS</a></td>
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<td>I have confirmed my GPA through the Student Center. <a href="#">Link to Instructions</a></td>
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<td>I have submitted my personal photo to HCEC. <a href="#">Link to photo submission instructions</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>HCEC has received my photo. <a href="#">Link to photo submission instructions</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>I have saved my Registration documents to my home computer. Download PDFs of registration documents: BIF, PS</td>
</tr>
</tbody>
</table>
The HCEC Checklist

Submit BIF through the Checklist

Early Submission Deadline: January 21, 2019
Final Deadline: July 31, 2019
Early Submission Deadline: January 21, 2019
Final Deadline: July 31, 2019

The HCEC Checklist
Submit BIF through the Checklist

HCEC Online Registration - Part 1
Background Information Form (BIF)

2019 BIF Instructions
We recommend that you complete the information for each area in a separate word processing document, then copy and paste it into the web page. This will provide you with a saved copy of your submission in the event of any problem. Be aware that for security reasons, this page may “time-out” and not respond if left idle for an extended period of time. You will be able to create a .pdf file of your final submission later through your online checklist.

General Information
* To complete/view/edit an area, click on its name.

General Information (view only)
Biographical Information
Languages and Fluency

Date Completed
12/01/2018

Section 1
* Respond to the questions in narrative form.

1. Help us get to know you. Describe your family background providing a brief history of you and your family. What are the occupations of your family income earners? How many siblings do you have? What are they doing? What family structure/type of community did you grow up in? Where did you grow up? What is your cultural background? Have you lived outside of the US? If so, describe. What is your current citizenship?

2. Help us get to know your motivations. Describe why you want to be a physician/dentist/health care professional. Explain how you are making an informed choice about a life in medicine. What do you know about being a physician? What do you know about what it is like to be a patient, directly or indirectly? Do you have any specific areas of medical interest that you would like medical schools to know about at this time? [Refer to questions 1-3 of your Health Careers Reflection Journal. Note that you will have a chance to elaborate in detail on your clinical experiences in section 4.]
The HCEC Checklist

Submit BIF through the Checklist

3. Help us get to know your academic preparation. List your major(s), any minors and concentrations, and any post-graduate study. If not listed on your transcript, describe the course requirements to obtain the minor. What encouraged you to choose these? Did you change colleges or majors? If so, explain. Are there any particular courses which influenced you more strongly? If any, describe any concrete plans you have made for further academic study before embarking on your formal medical training. Describe your academic preparation in high school (public or private high school)? How was your transition to undergraduate study, to Cornell, to any post-graduate study? Are there any specific experiences that affected your studies, either positively or negatively. How did you respond to them? [Refer to question 5 of your Health Careers Reflection Journal]

4. Help us get to know you even better. You might want to address the following questions:
   - How have you developed cultural competence? Describe any experiences or situations in which you interacted with people who were different from you? [Refer to question 7 of your Health Careers Reflection Journal]
   - What experience have you had as a leader? Think about leadership in broad terms that include not only offices you have held, but experiences such as mentoring others and examples of situational leadership. [Refer to question 8 of your Health Careers Reflection Journal]
   - When you have faced multiple demands (e.g., academics, extracurricular involvement, personal situations), how have you managed your priorities? How have you become better at this during your college years? [Refer to question 11 of your Health Careers Reflection Journal]
   - What life events or activities have changed you the most in the past 3-4 years, and what have you learned from them? [Refer to question 13 of your Health Careers Reflection Journal]
   - Describe situations in which you have been out of your “comfort zone,” especially where you have worked with those who are unlike yourself. [Refer to question 14 of your Health Careers Reflection Journal]
   - While reflecting on your undergraduate and/or post-graduate career, provide examples of how you demonstrated professionalism.

5. What would you like to see emphasized in your HCEC Letter?

6. What have been your primary activities since graduation, and why have you chosen to do them?

7. In what ways are you a better medical/dental school candidate now than when you were an undergraduate?
The HCEC Checklist

Submit BIF through the Checklist

Section 2
* Complete all relevant areas.
  Exposure to / Experience in clinical settings
  Research: Laboratory, field, library
  Teaching experience
  Service to college, community, individual(s)
  Other?

Optional Supplements
Optional Supplement A - Your Academic Record
Optional Supplement B - Underrepresented or Disadvantaged

Download a preview of your BIF to review before submitting: BIF Preview

When all questions and relevant areas are complete, please click "Submit."
Please review your entry carefully. Submission is final.

Submit is final.

SAVE and COMPLETE LATER

SUBMIT
The HCEC Checklist

Submit BIF through the Checklist

Section 2

* Complete all relevant areas.
  Exposure to / Experience in clinical settings
  Research: Laboratory, field, library
  Teaching experience
  Service to college, community, individual(s)
  Other?

Optional Supplements

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Submission is final.

SAVE and COMPLETE LATER

SUBMIT

Early Submission Deadline: January 21, 2019
Final Deadline: July 31, 2019
The HCEC Checklist

Submit BIF through the Checklist

HCEC Online Registration - Part 1

Background Information - Enter Experiences/Activities

Complete the following sections adding individual activities as necessary. List those activities significant to your development and learning. Please list chronologically (by starting date) to help show the development of your experiences. Most sections have two parts: the initial part is for you to provide a list of data, the second part is there for you to elaborate and/or contextualize the data in narrative. Please indicate if a letter of recommendation is being sent to the HCEC in relation to a specific experience or activity.

Research: Laboratory, field, library

Research: Laboratory, field, library. Again, please list chronologically (by start date). Describe any research - not necessarily limited to core science - that you have done, include anything of significance that involved you pursuing an interest independently, developing it into a research project, or working in a lab.

To add a new experience/activity, please click here: ADD NEW Please make entries in chronological order.

If you do not have any experience in this category you may enter an explanation below.

*This is optional. You may leave this category blank and click the Cancel button below.

Enter Explanation

CANCEL
Submit BIF through the Checklist

The HCEC Checklist

Early Submission Deadline: January 21, 2019
Final Deadline: July 31, 2019
The HCEC Checklist
Submit BIF through the Checklist

Research: Laboratory, field, library

Research: Laboratory, field, library. Again, please list chronologically (by start date). Describe any research – not necessarily limited to core science – that you have done, include anything of significance that involved you pursuing an interest independently, developing it into a research project, or working in a lab.

1. Name: Research Assistant at NIH
   Description: I spent the summer of 2016 working as an unpaid intern at the NIH
   Dates: Jun 2016 to Aug 2016

2. Name: Undergraduate Researcher
   Description: Worked as an assistant in the Simon lab supporting research on nucleotide signalling.
   Dates: Jan 2017 to (Ongoing as of) Nov 2017

To add a new experience/activity, please click here: ADD NEW
Please make entries in chronological order.

NARRATIVE

After listing all your research experiences, you may wish to give a narrative which expands on this list by describing in more detail what you did, what you saw, and what you learned. What has your research experience meant for you? How did your project(s) fit into the larger project/lab?

Enter Narrative
The HCEC Checklist

Submit BIF through the Checklist

HCEC Online Registration - Part 1
Background Information - Narrative

Exposure to / Experience in clinical settings

After the listing of all your clinical experiences, provide a narrative that expands on this list by describing in more detail what you did, what you saw, and what you learned. How have these experiences helped you in your decision to pursue a health profession? If you have not had any medical-related observations or experience, explain why not. What are your plans, if any, for obtaining such experience?

When considering all my clinical experiences, I now have a greater understanding of what it means to be a medical professional. I have seen a variety of examples of healthcare delivery from shadowing in an emergency department to observing doctor/patient consultations in a primary care doctor’s private practice. Following my summer in Boston, I spent six weeks in New York, where I observed the differences in levels of medical care available to US residents. I was surprised in the disparities of access to healthcare delivery for those who can afford health insurance and those who cannot. My one-week medical service trip in Honduras further opened my eyes to the number of people in the world who live in poverty and have limited access to doctors and modern medical treatments. Because of my experiences, I am considering further study in health policy and global health issues.
The HCEC Checklist

Submit BIF through the Checklist

Most sections have two parts: the initial part is for you to provide a list of data, the second part is there for you to elaborate and/or contextualize the data in narrative. Please indicate if a letter of recommendation is being sent to the HCEC in relation to a specific experience or activity.

**Exposure to / Experience in clinical settings**

Exposure to / Experience in clinical settings since high school. (List earlier activities only if extremely significant or ongoing.) Please list chronologically (by start date) your experiences in a healthcare setting. You may include here personal or family illness/caregiving that you would like us to know about.

1. **Name**: Shadowing at Women’s and Brigham Hospital  
   **Description**: I shadowed two physicians in the Emergency Department  
   **Dates**: Jun 2015 to Aug 2015

2. **Name**: Research Trainee  
   **Description**: Participated in a clinical research training program at Brigham and Women’s Hospital  
   **Dates**: Jun 2015 to Jun 2015

To add a new experience/activity, please click here: **ADD NEW**  
Please make entries in chronological order.

**NARRATIVE**

After the listing of all your clinical experiences, provide a narrative that expands on this list by describing in more detail what you did, what you saw, and what you learned. How have these experiences helped you in your decision to pursue a health profession? If you have not had any medical-related observations or experience, explain why not. What are your plans, if any, for obtaining such experience?

When considering all my clinical experiences, I no...

When all experience entries and the narrative are complete in this category, please click “Submit” below.

**SAVE and COMPLETE LATER**  
**SUBMIT**
The HCEC Checklist

Registration Part 1 - PS
(Personal Statement)

• Demonstrates your ability to reflect on your life with perspective and to communicate well in a written format

• Illuminates your distinctive background, experience, motivation, and preparation for a medical field

For information about or help with composing a PS, contact a Health Careers Advisor

Early Submission Deadline: January 21, 2019
Final Deadline: July 31, 2019
The HCEC Checklist
Submit Personal Statement through the Checklist

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<td></td>
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<td>Black checkboxes will be marked automatically by the HCEC.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Expand/minimize all</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Readiness Assessment</strong></td>
</tr>
<tr>
<td>12/1/2018</td>
<td></td>
<td>I have carefully considered the opportunities available to me and decided</td>
</tr>
<tr>
<td></td>
<td></td>
<td>that I am ready to apply in Summer 2019 to schools of health care</td>
</tr>
<tr>
<td></td>
<td></td>
<td>for matriculation in Fall 2020.</td>
</tr>
<tr>
<td>12/1/2018</td>
<td></td>
<td>I agree that should I decide not to apply in this current cycle, I will</td>
</tr>
<tr>
<td></td>
<td></td>
<td>notify the HCEC of my decision by email.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Readings</strong></td>
</tr>
<tr>
<td>12/1/2018</td>
<td></td>
<td>I am aware that I am responsible for reading and understanding materials</td>
</tr>
<tr>
<td></td>
<td></td>
<td>posted in the Process Overview, FAQ, and Required Readings pages, and</td>
</tr>
<tr>
<td></td>
<td></td>
<td>staying up-to-date with newly published Required Readings.</td>
</tr>
<tr>
<td>12/1/2018</td>
<td></td>
<td>I know I can stay informed about letter release timing and other</td>
</tr>
<tr>
<td></td>
<td></td>
<td>information through the News &amp; Bulletins page.</td>
</tr>
<tr>
<td>12/1/2018</td>
<td></td>
<td>I have joined the Health Careers Advisor’s email list. Link to Health</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Careers Advisor’s email list.</td>
</tr>
<tr>
<td>12/1/2018</td>
<td></td>
<td>I am aware that the AAMC Fee Assistance Program (FAP) will begin</td>
</tr>
<tr>
<td></td>
<td></td>
<td>accepting applications January 2019. Link to FAP website.</td>
</tr>
<tr>
<td>Dec-Feb</td>
<td>Not complete</td>
<td><strong>Registration</strong></td>
</tr>
<tr>
<td>Optional Alumni</td>
<td>Early Submission</td>
<td>I am aware that if I submit all HCEC registration materials, including</td>
</tr>
<tr>
<td></td>
<td>Deadline: 01/21/2019</td>
<td>all LORs, by 01/21/2019 my letter will be eligible for priority letter</td>
</tr>
<tr>
<td></td>
<td></td>
<td>release.</td>
</tr>
<tr>
<td>12/1/2018</td>
<td></td>
<td>I have completed the Registration Intent Questionnaire (RIQ).</td>
</tr>
<tr>
<td>12/1/2018</td>
<td></td>
<td>I have completed Questions 1 - 8 of the Health Careers Reflection Journal.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Link to Reflection Journal Instructions</td>
</tr>
<tr>
<td>12/21/2018</td>
<td></td>
<td>I have completed the Background Information Form (BIF). Link to BIF</td>
</tr>
<tr>
<td></td>
<td></td>
<td>I have completed the Personal Statement (PS). Link to PS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>I have confirmed my GPA through the Student Center. Link to Instructions</td>
</tr>
<tr>
<td></td>
<td></td>
<td>I have submitted my personal photo to HCEC. Link to photo submission</td>
</tr>
<tr>
<td></td>
<td></td>
<td>instructions</td>
</tr>
<tr>
<td></td>
<td></td>
<td>HCEC has received my photo.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>I have saved my Registration documents to my home computer.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Download PDFs of registration documents: BIF, PS</td>
</tr>
</tbody>
</table>
HCEC Registration

Registration Part 1 - PHO
(Personal Photograph)

Photograph of you, alone, in a professional or neutral setting, file size under 1 MB, named Last_First_PHO.jpg

Submit through Cornell DropBox

Early Submission Deadline: January 21, 2019
Final Deadline: July 31, 2019
HCEC Registration

Registration Part 2

• Registration Agreement Form (RAF)
  Original signed paper copy required

• Registration Fee payment of $190
  Check or Money Order payable to:
  Cornell University - HCEC

Early Submission Deadline: January 21, 2019
Final Deadline: July 31, 2019

Mailed to: HCEC 210 Barnes Hall
Cornell University Ithaca, NY 14853
HCEC Registration

Registration Part 2
Registration Agreement Form (RAF)

Requires signed statements:

• Integrity in the application process
• Applicant access to the HCEC packet
• Release consent
• File retention policy
• Approved destinations
• Timeline agreement
• Optional FERPA Waiver

Early Submission Deadline: January 21, 2019
Final Deadline: July 31, 2019
HCEC Registration

Career Paths

HEALTH CAREERS EVALUATION COMMITTEE (HCEC)

The HCEC serves Cornell juniors, seniors, and alumni who apply to health professional schools and who request a university letter of evaluation. The letter of evaluation—which is not a letter of recommendation—is a comprehensive written review of the applicant’s candidacy for the health career of his or her choice. The HCEC prepares the letter of evaluation and appends the applicant’s letters of recommendation to it. The HCEC letter may only be used in support of applications to four-year degree granting programs in the human health professions, in schools of allopathic and osteopathic medicine, dentistry, optometry, and podiatry. The HCEC letter may not be used to apply for post-baccalaureate or master’s degree programs.

THE COMPLETE HCEC LETTER INCLUDES:

- The Letter of Evaluation composed by the HCEC
- 2-3 Letters of Recommendation

Health professional school applicants who elect not to use HCEC’s service may request a “non-registrant letter” from the HCEC.

Before beginning the HCEC registration, learn the essential information about the HCEC process by reviewing the HCEC Process Overview page. You may return to the Process Overview page at any time for access to HCEC Forms and other relevant information.

REGISTRATION FOR THE 2019 HCEC CYCLE OPENS DECEMBER 1, 2018

Undergraduate Registrants for 2019 cycle please note: Pre-Registration is required. Visit the Health Careers Advising Pre-Registration page for important information.
HCEC Registration

Registration Part 2
Registration Agreement Form (RAF)

Early Submission Deadline: January 21, 2019
Final Deadline: July 31, 2019
HCEC Registration

Registration Part 2
Registration Agreement Form (RAF)

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>More Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Careers Reflection Journal</td>
<td>A private, personal working document which is not sent to the HCEC</td>
<td>Health Careers Reflection Journal</td>
</tr>
<tr>
<td>Background Information Form (BIF)</td>
<td>Provides the HCEC with a comprehensive summary of your preparation for medical school beyond your academic training</td>
<td>2019 BIF Instructions</td>
</tr>
<tr>
<td>Personal Statement (PS)</td>
<td>Demonstrates the applicant’s ability to reflect on his/her life with perspective and to communicate well in a written format</td>
<td>2019 PS Instructions</td>
</tr>
<tr>
<td>MD/PhD Statement</td>
<td>For MD/PhD applicants only, a statement regarding the registrant’s research</td>
<td>2019 MD/PhD Statement Instructions</td>
</tr>
<tr>
<td>Current Photo</td>
<td>Not more than one year old, delivered to Cornell Dropbox</td>
<td>Follow instructions in the HCEC Online Checklist</td>
</tr>
<tr>
<td>Registration Agreement Form (RAF)</td>
<td>Signed, original, paper RAF must be submitted to the HCEC</td>
<td>2019 Registration Agreement Form</td>
</tr>
</tbody>
</table>

Early Submission Deadline: January 21, 2019
Final Deadline: July 31, 2019

Mailed to: 210 Barnes Hall, Cornell University. Ithaca, NY 14853
HCEC Registration

Transcripts

• You must arrange for transcripts to be sent to HCEC for all non-Cornell undergraduate study completed after high school

• HCEC will retrieve your Cornell transcript

Early Submission Deadline: January 21, 2019
Final Deadline: July 31, 2019
HCEC Registration

Study Abroad
Transcripts

Check Student Center to verify that your **grades** and **course titles** appear on your Cornell transcript. If they do not, you must arrange for transcripts to be sent to HCEC.

Early Submission Deadline: January 21, 2019
Final Deadline: July 31, 2019
Letters of Recommendation

• **Required**: 2-3 LORs, including at least one from a Cornell-affiliated writer

• Enter names as soon as recommenders agree to write your LOR. You may change a name until (but not after) that LOR is received by the HCEC

• Work with your recommenders to ensure letters are received by the HCEC in a timely manner

---

Early Submission Deadline: January 21, 2019
Final Deadline: July 31, 2019
# Letters of Recommendation

<table>
<thead>
<tr>
<th>Calendar</th>
<th>Date</th>
<th>Checklist</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>- Expand/minimize all</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Readiness Assessment</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Readings</td>
</tr>
<tr>
<td>Dec-Feb</td>
<td>Not complete</td>
<td>- Registration</td>
</tr>
<tr>
<td>March</td>
<td>Not complete</td>
<td>- Non-Cornell Transcripts</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Letters of Recommendation (LoRs)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- I have finished entering my recommenders' names and contact information. <a href="#">Link to LORs form</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- I have provided each of my recommenders with a copy of the LoR Guidelines form, available for download on the <a href="#">HCEC website</a>.</td>
</tr>
<tr>
<td></td>
<td>1/15/2019</td>
<td>- I have arranged for my LoRs to arrive at the HCEC in a timely manner by the 03/04/2019 due date.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- HCEC has received at least the minimum number of LoRs, of which at least one is from Cornell. <a href="#">Link to LORs form</a></td>
</tr>
</tbody>
</table>

Items below are not mandatory checklist items. They are provided for your information:

- HCEC has received the maximum number of LoRs allowed. [Link to LORs form](#)
- HCEC has received all of the LoRs that I listed. [Link to LORs form](#)

Early Submission Deadline: January 21, 2019
Final Deadline: July 31, 2019
Letters of Recommendation

Early Submission Deadline: January 21, 2019
Final Deadline: July 31, 2019

HCEC Online File

Letters of Recommendation - Writer Contact Information

As a Alumnus/na Registrant applicant, the HCEC will only use the first three letters of recommendation we receive. At least 1 letter must be from a Cornell-affiliated writer.

<table>
<thead>
<tr>
<th>First name</th>
<th>Last name</th>
<th>Phone number</th>
<th>Email</th>
<th>Cornell Affiliate?</th>
<th>FERPA</th>
<th>Received</th>
<th>Used by HCEC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rita</td>
<td>Goodbook</td>
<td>(555) 555-5555</td>
<td><a href="mailto:rg111@cornell.edu">rg111@cornell.edu</a></td>
<td>yes</td>
<td>waived</td>
<td>11/19/2018</td>
<td>yes</td>
</tr>
<tr>
<td>Anita</td>
<td>Weekoff</td>
<td>(333) 333-3333</td>
<td><a href="mailto:aww3333@cornell.edu">aww3333@cornell.edu</a></td>
<td>yes</td>
<td>waived</td>
<td>02/14/2019</td>
<td>yes</td>
</tr>
<tr>
<td>Serge</td>
<td>DaWorldover</td>
<td>222 222-2222</td>
<td><a href="mailto:sd80@earthbound.org">sd80@earthbound.org</a></td>
<td>no</td>
<td>waived</td>
<td>02/14/2019</td>
<td>yes</td>
</tr>
<tr>
<td>Hope</td>
<td>Toodoowell</td>
<td>(444) 444-4444</td>
<td><a href="mailto:scholar@nih.gov">scholar@nih.gov</a></td>
<td>no</td>
<td>waived</td>
<td>02/15/2019</td>
<td>no</td>
</tr>
</tbody>
</table>

To add Letter of Recommendation writer contact information, click here: **ADD**

Please note that some recommendation writers, particularly those who write multiple recommendations each year, submit FERPA forms to the HCEC independently from LORs, sometimes well after submitting their letters. When a letter arrives at the HCEC office without a signed FERPA Intent Form, the HCEC marks the FERPA field as "retained". If a FERPA Intent Form arrives later, the HCEC changes the record and marks the FERPA field as "waived." Registrants wishing to change a FERPA status from 'Retained' to 'Waived' should follow the procedure outlined in the HCEC 2019 Registrant Guide.
Letters of Recommendation

Early Submission Deadline: January 21, 2019
Final Deadline: July 31, 2019

HCEC Online File

Letters of Recommendation - Writer Contact Information

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<td><a href="mailto:sd80@earthbound.org">sd80@earthbound.org</a></td>
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Letters of Recommendation

Early Submission Deadline: January 21, 2019
Final Deadline: July 31, 2019

HCEC Online File
Letters of Recommendation - Writer Contact Information

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</tr>
</tbody>
</table>

To add Letter of Recommendation writer contact information, click here: [ADD]

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Letters of Recommendation

For help selecting and communicating with recommenders, contact Health Careers Advising

Kimberlee Swartz
103 Barnes Hall
Appointments: 255-5296
Letters of Recommendation

When requesting an LOR, use the 2019 LOR Guidelines and FERPA Intent Form found on the HCEC Process Overview page:

http://www.career.cornell.edu/paths/health/medschool/hcec/process.cfm

Early Submission Deadline: January 21, 2019
Final Deadline: July 31, 2019
Your HCEC File

File Status and Contact Information

• Review your Checklist periodically to make sure that your information is accurate

• Keep your phone number, postal mail, and email address up-to-date, because we may need to reach you during the letter writing process
Key Dates and Deadlines

Key Dates & Deadlines
Key Dates and Deadlines

Early Alumni Submission – 1/21/19
Checklist Completion for Alumni – 7/31/19
AMCAS Open date – Early May
AMCAS Submission date – Early June
Key Dates and Deadlines

Timeliness is very important!

The HCEC workflow and letter release timing are based on when a registrant’s Checklist is complete
HCEC Letter Release Timing

After submitting your application to the appropriate application service, (AMCAS, AADSAS, AACOMAS, etc.) you must email to the HCEC a PDF of your dated, submitted application as proof of your submission. Be sure the PDF file includes the Submission Date and then be sure to complete your checklist.
HCEC Letter Release Timing

- HCEC Letter Release occurs from June to September
- Registrants who complete their checklist during the first submission week will have their letters released ahead of those who complete their checklist later
- Registrants who adhere to all HCEC deadlines will have their letters released ahead of those who miss one or more deadlines
HCEC Letter Release Timing

Alumni registrants who meet the Early Alumni Submission Deadline of January 21, 2019, will receive priority letter release, provided they submit their AMCAS application and complete the checklist during the first week of AMCAS submission.
HCEC Registration Timing

MD/PhD Applicants

Due to the competitiveness for admission to MD/PhD programs, it is important that MD/PhD applicants submit all materials to the HCEC, and submit their AMCAS application, as early as possible.
Health Careers Evaluation Committee

How to reach us:

For questions regarding the HCEC, contact Jeremy Richards, HCEC Records Coordinator

- Via email: hcec@cornell.edu
- By phone: 607-255-0546
- Drop-in/Call-in office hours in 210 Barnes Hall:
  
  Tue, Wed, Thu 2:30p-4:00p
Health Careers Evaluation Committee

How to reach us:

For non-routine questions or concerns regarding the HCEC, contact Douglas Lockwood, HCEC Manager

• Via email: dhl34@cornell.edu
• By phone: 607-255-5045
• Drop-in/Call-in office hours in 210 Barnes Hall:
  Tue, Wed, Thu 2:30p-4:00p
Reminder!

Read the **HCEC 2019 Registrant Guide** found in the Required Readings section of your HCEC Online Checklist.
Things to Know:

- Read the HCEC 2019 Registrant Guide
- BIF responses inform the HCEC Letter
- Timeliness is Important
Important links for HCEC registrants:

Cornell Career Services: [http://www.career.cornell.edu/](http://www.career.cornell.edu/)

HCEC: [http://www.career.cornell.edu/paths/health/medschool/hcec/index.cfm](http://www.career.cornell.edu/paths/health/medschool/hcec/index.cfm)

HCEC Process Overview: [http://www.career.cornell.edu/paths/health/medschool/hcec/process.cfm](http://www.career.cornell.edu/paths/health/medschool/hcec/process.cfm)

HCEC Registration and Checklist: [http://www.career.cornell.edu/paths/health/medschool/hcec/status.cfm](http://www.career.cornell.edu/paths/health/medschool/hcec/status.cfm)

Health Careers Advisors: [http://www.career.cornell.edu/paths/health/advisors.cfm](http://www.career.cornell.edu/paths/health/advisors.cfm)

AAMC: [https://www.aamc.org/](https://www.aamc.org/)

AMCAS: [https://students-residents.aamc.org](https://students-residents.aamc.org)

AACOMAS: [http://www.aacom.org/become-a-doctor/applying](http://www.aacom.org/become-a-doctor/applying)


Core Competencies: [https://students-residents.aamc.org/applying-medical-school/article/core-competencies/](https://students-residents.aamc.org/applying-medical-school/article/core-competencies/)