Health Careers Evaluation Committee

HCEC

TIMELINE FOR 2020 HCEC PROCESS

CORNELL ALUMNI
FOR MATRICULATION IN FALL 2021
This presentation is for Cornell Alumni applying to schools of human medicine for matriculation in fall 2020.
This presentation includes:

• Overview of the HCEC
• Details of the HCEC Registration Process
• HCEC Requirements
• Key Dates and Deadlines
• URL Links to Key Information
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

HCEC Process Overview:
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

Health Careers Advisors:
http://www.career.cornell.edu/paths/health/advisors.cfm
Important links for HCEC registrants:

AAMC:
https://www.aamc.org/

AMCAS:
https://students-residents.aamc.org/

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

AACOMAS:
http://www.aacom.org/become-a-doctor/applying

AADSAS:
https://www.adea.org/aadsas/

OptomCAS:
http://www.optomcas.org/
The HCEC
Health Careers Evaluation Committee
Health Careers Evaluation Committee

The HCEC staff consists of the:

Committee Chair – Professor Graeme Bailey
HCEC Manager – Doug Lockwood
Records Coordinator – Jeremy Richards
Professional Writers/Editors
Health Careers Evaluation Committee

The primary role of the HCEC is to prepare 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.

“Medical School” / “Dental School”
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.
Is the HCEC required?

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 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

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 undergraduate and post-graduate experiences in terms of:

- Academic record
- Clinical exposure
- Service and other activities
- Research (if applicable)
- Personal background and experiences
How does the HCEC evaluate?

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

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

Through the registration documents (BIF, PS), registrants should explain how involvement in activities enhances their candidacy for medical school.
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 Study Abroad and the “Practicing Medicine” program formerly the Urban Semester/Summer program. Note: transfer students are also an exception.
The HCEC Does **NOT** Evaluate:

- Grades for coursework not yet completed.
- Future activities planned for the summer or beyond.
Applying to Osteopathic Medical College

The 2019-2020 AACOMAS application cycle is now open. Apply to Medical School through AACOMAS

Learn about the application process.

AACOMAS is the centralized online application service for the U.S. colleges of osteopathic medicine.

AACOMAS simplifies the process of applying to osteopathic medical school. Complete one application and send it with required information to our centralized service. We verify your application for accuracy, process it and send it with your materials to those osteopathic medical schools you designate.

Stay Connected!
Ask questions and get real-time news, updates and information.

Choose DO for aspiring doctors
Facebook
Choose DO on Twitter
Instagram
ADEA AADSAS

The ADEA Associated American Dental Schools Application Service (ADEA AADSAS) is the centralized application service for all U.S. dental schools. Dental school applicants benefit by being able to complete one standardized application. Dental schools benefit by receiving uniform information on all applicants.

*All U.S. dental schools participate in ADEA AADSAS and require it as the primary application. Texas residents applying to Texas dental schools, though, must apply through the Texas Medical & Dental Schools Application Service (TMDSAS).
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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Career Paths

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).
HEALTH CAREERS

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 Career 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.

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

SEE ALSO:

- HCEC
- Cornell Health Careers Guides

CAREER INSIGHTS
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.
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 2020 HCEC CYCLE OPENS DECEMBER 1, 2019
Google

HCEC

About 454,000 results (0.46 seconds)

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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REGISTRATION FOR THE 2020 HCEC CYCLE OPENS DECEMBER 1, 2019
### HCEC PROCESS OVERVIEW, INFORMATION, AND FORMS

#### REGISTRATION FOR THE 2020 CYCLE OPENS DECEMBER 1, 2019

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LETTERS OF RECOMMENDATION

The letter of evaluation and letters of recommendation (LORs) make up an essential component of applications to medical and dental school. Because the letters contain specific information about an applicant with respect to how the recommender views the applicant, these letters contribute significantly to admissions committees’ decisions.

INFORMATION FOR HCEC REGISTRANTS

- For guidance with selecting a letter writer and asking for an LOR, download the document Whom to Ask and How.
- For each LOR writer, download the LoR Guidelines and FERPA Intent Form from the HCEC Process Overview page.
- After making your FERPA decision, fill out page 2 entirely, including the letter writer contact information. Sign the form only if you wish to waive your FERPA rights on the letter, and be sure to indicate your FERPA intent in the appropriate checkbox.
- Send the completed LoR Guidelines and FERPA Intent Form to your letter writer along with an appropriately professional, respectful email or letter. Inform the letter writer that the attached document contains submission instructions, as well as your FERPA intent, and remind the writer that this form should be submitted to the HCEC along with the recommendation letter. Do not send your letter writer a blank or partially completed FERPA Intent Form.
- Add the letter writer contact information for each anticipated LOR to the LORs Form page in your HCEC Online Checklist.
- The HCEC will update your LORs Form page within 3 business days of receiving each letter, indicating that the letter has been received. If the Online Checklist indicates that the FERPA rights of a letter are retained and you wish to waive those rights, you may submit a completed, signed FERPA Intent Form, one for each LOR, directly to the HCEC.

INFORMATION FOR LETTER WRITERS - SENDING A LETTER TO THE HCEC

Please refer to the LoR Guidelines and FERPA Intent Form sent to you by the HCEC Registrant (also found on the HCEC Process Overview page), for content, format, and style guidelines.

WRITERS WITH ACTIVE CORNELL NET IDS:

Please use Cornell Secure File Transfer (sft.cornell.edu, formerly Cornell Dropbox) to send LORs and FERPA forms to the HCEC. Upload documents through Cornell Secure File Transfer in MSWord or PDF format to “hcec_letters”.

WRITERS WITHOUT CORNELL NET IDS:

The HCEC strongly encourages letter writers without Cornell NetIDs to upload documents using the HCEC’s Secure Guest Portal. So that we may authenticate the origin of your letter, please email hcec_letters@cornell.edu from your institutional email address, and include the full name of the HCEC registrant. Please do not attach the letter in your email. You will receive a link via email to the Secure Guest Portal, usually within one business day. Please contact the HCEC at hcec@cornell.edu with any questions.

BY POSTAL MAIL:

If you prefer, the HCEC will accept paper documents sent to:
HCEC Records Coordinator
Cornell University
210 Barnes Hall
Ithaca, NY 14853-1601
ADDITIONAL CCS GUIDES

- Fellowships Guide 2019-20
- Graduate & Professional School Career Guide 2019-20
- Guide for First- and Second-Year Pre-Medical Students 2019-20
- Guide for Advanced Pre-Medical Students 2019-20
- Legal Careers Guide 2019-20
- Animal Health Professions Exploration and Planning Guide 2019-20
## HCEC Process Overview, Information, and Forms

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HEALTH CAREERS ADVISORS

The following Cornell staff and faculty members are designated by their colleges, divisions, or programs as pre-health professions advisors. You are encouraged to use this list to locate advisors who can assist you.

CORNELL CAREER SERVICES
Chelsea Rule, Ph.D.
Assistant Director and Manager, Health Careers Advising Program
200 Barnes Hall
Phone: 607/255-0542
E-mail: cfr57@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: jgd42@cornell.edu

Lauree Gillespie
Associate Director of Career and Academic Support
140 Roberts Hall
Phone: 607/255-2257
E-mail: lgj11@cornell.edu

Steve Shum
Assistant Director of Career and Academic Support
140 Roberts Hall
Phone: 607/255-2257
E-mail: sjs243@cornell.edu

COLLEGE OF ARTS AND SCIENCES
Ana Adinolfi
Pre-Med Advisor
172 Goldwin Smith Hall
Phone: 607/255-5295
E-mail: aad26@cornell.edu

Naveen Sou
Pre-Med/Pre-Vet Advisor
KG17 Klarman Hall
Phone: 607/255-4623
E-mail: nks38@cornell.edu
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.
Health Careers Advising

Join the Pre-Health E-list

- Chelsea Rule 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
### HCEC Process Overview, Information, and Forms

**Registration for the 2020 Cycle opens December 1, 2019**

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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)
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 2020 HCEC CYCLE OPENS DECEMBER 1, 2019
HCEC PROCESS OVERVIEW, INFORMATION, AND FORMS

REGISTRATION FOR THE 2020 CYCLE OPENS DECEMBER 1, 2019

<table>
<thead>
<tr>
<th>HCEC Process Overview</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCEC Registration and Checklist</td>
</tr>
<tr>
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</tr>
<tr>
<td>Health Career Guides</td>
</tr>
<tr>
<td>Contact Us</td>
</tr>
</tbody>
</table>

SEE ALSO:
- Health Careers Advisors
- CCS Media: Health Careers
- CCS Calendar: Health Careers

A Complete HCEC Registrant File Includes:

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>More Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Careers Reflection Journal</td>
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<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>2020 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>2020 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>2020 MD/PhD Statement Instructions</td>
</tr>
<tr>
<td>Current Photo</td>
<td>Not more than one year old, delivered to Cornell Secure File Transfer</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>2020 Registration Agreement Form</td>
</tr>
<tr>
<td>Remittance of Fee</td>
<td>Check or money order made payable to “Cornell University - HCEC” (Undergrads may pay by bursar)</td>
<td>See checklist or contact the HCEC for fee info</td>
</tr>
<tr>
<td>Cornell Transcripts</td>
<td>Retrieved by the HCEC</td>
<td></td>
</tr>
<tr>
<td>External Transcripts</td>
<td>Registrant arranges delivery to HCEC</td>
<td>Follow instructions in the HCEC Online Checklist</td>
</tr>
<tr>
<td>2-3 Letters of Recommendation (LORs)</td>
<td>Submitted directly to the HCEC and included in the HCEC Committee Packet</td>
<td>2020 LOR Guidelines and FERPA Intent Form and Letters of Recommendation webpage</td>
</tr>
</tbody>
</table>
Accessing the Registration and Checklist

HCEC ONLINE FILE

Home  Career Paths  Health Careers  Applying to Med School  HCEC

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
APPLICATION TRACKING TOOL FOR 2019 APPLICANTS
HISTORICAL HCEC ONLINE CHECKLIST FOR PREVIOUS REGISTRANTS

SEE ALSO:
- Health Careers Advisors
- CCS Media: Health Careers
- CCS Calendar: Health Careers
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
The HCEC Checklist

Use your Checklist to complete your HCEC File.

HCEC 2020 Alumnus/na Calendar & Checklist

This checklist must be completed through "Checklist Complete", in order for the HCEC Letter to be prepared and released. Both HCEC and registrant will enter information below.

Full Name: Anne Estigia
Registered as: Alumnus/na Registrant
Registration Year: 2020 HCEC cycle for matriculation in 2021

Message from HCEC:
Please check the News & Bulletins and Required Readings pages frequently for updates from the HCEC, and read the FAQs before contacting the HCEC with questions.

⚠️ You are currently logged in to Kerberos.
To protect your privacy, be sure to LOG OUT of this checklist when finished by closing your browser.

Checklist Status: Incomplete

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Use your Checklist to complete your HCEC File.

HCEC 2020 Alumnus/na Calendar & Checklist

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

### HCEC 2020 Alumnus/na Calendar & Checklist

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- **Registration Year:** 2020 HCEC cycle for matriculation in 2021

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### IN THIS SECTION:
- HCEC Online File
- Registration and Checklist
- Required Readings
- FAQs
- News & Bulletins
- HCEC Process Overview
- Letters of Recommendation
- Health Career Guides
- Health Careers Advisors
- Contact Us
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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<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><strong>Deadline: 07/31/2020</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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<tr>
<td>HCEC begins releasing letters:</td>
<td></td>
<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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<tr>
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<td>I know I can stay informed about letter release timing and other information through the News &amp; Bulletins page.</td>
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<tr>
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<td>Not complete</td>
<td>HCEC Letter Release</td>
</tr>
<tr>
<td></td>
<td>Not complete</td>
<td>School Application Management Tool</td>
</tr>
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The HCEC Checklist

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

| April - May | Not complete | Delivery Authorization |
| May - June | Not complete | Application to Human Health Professional Schools |
| June - October | Not complete | Checklist Complete |
| Deadline: 07/31/2020 | | Checklist Complete. Checklist items must be completed up to this point for the HCEC Letter to be released. |
| HCEC begins releasing letters: late June-early July | | 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. |
| | | I know I can stay informed about letter release timing and other information through the News & Bulletins page. |
| June - September | Not complete | HCEC Letter Release |
| | Not complete | School Application Management Tool |
# The HCEC Checklist

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

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Required Readings

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

Read the **HCEC 2020 Registrant Guide** found in the Required Readings section of your HCEC Online Checklist.

**HCEC Required Readings**

All files are [PDF](#) format. The HCEC will provide printed copies upon request.

- [HCEC 2020 Registrant Guide](#)
- [The Core Competencies](#)
- [Dean's Certification Letter Information](#)
- [HCEC Letter Schematic Overview](#)
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*
- 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 13, 2020
Final Deadline: July 31, 2020
The HCEC Checklist

Submit BIF through the Checklist

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### Readiness Assessment

- 12/1/2019: I have carefully considered the opportunities available to me and decided that I am ready to apply in Summer 2020 to schools of human medicine for matriculation in Fall 2021. [Health Careers Advisor](#)
- 12/1/2019: I agree that should I decide not to apply in this current cycle, I will notify the HCEC of my decision by email.

### Readings

- 12/1/2019: I am aware that I am responsible for reading and understanding materials posted in the [Process Overview, FAQs, and Required Readings](#) pages, and staying up-to-date with newly published Required Readings.
- 12/1/2019: I know I can stay informed about letter release timing and other information through the [News & Updates](#)
- 12/1/2019: I have joined the Health Careers Advisor's email list. [Link to Health Careers Advisor's email list](#)
- 11/5/2019: I am aware that the AAMC Fee Assistance Program (FAP) will begin accepting applications [January 2020](#) [Link to FAP website](#)

### Dec-Feb

#### Optional Alumni Early Submission Deadline: 01/13/2020

- 11/8/2019: I am aware that if I submit all HCEC registration materials, including all LORs, by 01/13/2020 my letter will be eligible for priority letter release.

#### Part 1

- 12/1/2019: I have completed the Registration Intent Questionnaire (RIQ).
- 12/1/2019: I have completed Questions 1 - 8 of the Health Careers Reflection Journal. [Link to Reflection Journal Instructions](#)

#### Part 2

- [Link to BIF](#)
- Completed Personal Statement (PS). [Link to PS](#)
- Completed [MD/PhD Statement](#)
- Confirmed GPA through the Student Center. [Link to Instructions](#)
- Submitted personal photo to HCEC. [Link to photo submission instructions](#)
- HCEC has received my photo.

After submitting my Registration documents, I have saved them to my home computer. Download PDF’s of registration documents: BIF, PS, MD/PhD Statement
The HCEC Checklist

Submit BIF through the Checklist

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

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. You will be able to create a .pdf file of your final submission later through your online checklist.

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<td>Languages and Fluency</td>
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Section 1
* Respond to the questions in narrative form.
When entering information into the forms, please avoid acronyms and abbreviations.

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

HCEC Online Registration - Part 1
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Early Submission Deadline: January 13, 2020
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The HCEC Checklist

Submit BIF through the Checklist

HCEC Online Registration - Part 1
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Submit BIF through the Checklist

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The HCEC Checklist

Submit BIF through the Checklist

Section 2

* Complete all relevant areas.
When entering information into the forms, please avoid acronyms and abbreviations.

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.

SAVE and COMPLETE LATER
SUBMIT

Early Submission Deadline: January 13, 2020
Final Deadline: July 31, 2020
The HCEC Checklist

Submit BIF through the Checklist

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**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.

**Submission is final.**

/save and complete later  
/submit
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.

Exposure to / Experience in clinical settings

To add a new experience/activity, please click here: ADD NEW

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

HCEC Online Registration - Part 1
Background Information - Experience and Activities

**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.*

- **Name of Activity:**
- **Description:**
- **Field or Volunteer:**
- **Where:**
- **Start Date:**
- **End Date (anticipated):**
- **Total Hours:**

*Please enter experiences/activities in chronological order.**

**Experience/Activity**

- **Estimate the dates if you do not remember them exactly.**

- **Supervisor/Other Contact:**
- **Contact Information:**

Briefly, what did you learn or gain from this specific experience?

**Early Submission Deadline: January 13, 2020**
**Final Deadline: July 31, 2020**
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.

Exposure to / Experience in clinical settings

1. Name: Hospital Shadowing
   Description: Shadowed three times a week at Boston General Hospital in both the ER and NICU departments.
   Dates: Jun 2019 to Aug 2018

To add a new experience/activity, please click here: ADD NEW

NARRATIVE (REQUIRED)

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. Describe the extent of patient interactions, if any. 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?

Enter Narrative

SAVE and COMPLETE LATER

SUBMIT
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 these 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.

---

### Exposure to / Experience in clinical settings

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<tr>
<th></th>
<th>Name</th>
<th>Description</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Hospital Shadowing</td>
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To add a new experience/activity, please click here: [ADD NEW]

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**NARRATIVE (REQUIRED)**

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. Describe the extent of patient interactions, if any. Have these experiences helped you in your decision to pursue a health profession? If you have not had any medical-related observations or experiences, explain why not. What are your plans, if any, for obtaining such experience?

Enter Narrative

---

[SAVE and COMPLETE LATER] [SUBMIT]
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. Describe the extent of patient interactions, if any. 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 gained a deeper understanding of the profound duty of the physician and their decision making process in making a customized plan that best addresses for each patient's unique needs. These clinical experiences truly motivated me to devote myself to improving patient centered care. I observed how powerful physician communication skills were for developing the best personalized treatment plan for patients with diverse culture backgrounds and socioeconomic situations. 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. My clinical experiences truly motivate me to devote myself to improving patient centered care. I observed how powerful physician communication skills were for developing the best personalized treatment plan for patients with diverse culture backgrounds and socioeconomic situations. When Dr. J. was able to work with the family to switch one girl's bipolar medication to a more affordable regimen, her whole family visibly brightened and seemed to nearly float with such a burden lifted from them. I want to be able to bring such cultural sensitivity and appreciation for diverse values as part of routine care and improve systems of healthcare delivery.
The HCEC Checklist

Submit BIF through the Checklist

HCEC Online Registration - Part 1

Background Information - 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. Describe the extent of patient interactions, if any. 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?

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HCEC Online Registration - Part 1
Background Information - Enter Experiences/Activities

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**Exposure to / Experience in clinical settings**

1. **Name:** Hospital Shadowing

   **Description:** Shadowed three times a week at Boston General Hospital in both the ER and NICU departments.

   **Dates:** Jun 2018 to Aug 2018

---

To add a new experience/activity, please click: [ADD NEW]

---

**NARRATIVE (REQUIRED)**

After the listing of your all 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. Describe the extent of patient interactions, if any. 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 gain...

---

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

---

[SAVE and COMPLETE LATER] [SUBMIT]
The HCEC Checklist

Submit BIF through the Checklist

Section 2

* Complete all relevant areas.
  When entering information into the forms, please avoid acronyms and abbreviations.

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.

SAVE and COMPLETE LATER

Submission is final.

SUBMIT

Early Submission Deadline: January 13, 2020
Final Deadline: July 31, 2020
The HCEC Checklist

Submit BIF through the Checklist

Section 2
* Complete all relevant areas.
  When entering information into the forms, please avoid acronyms and abbreviations.
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Optional Supplement A - Your Academic Record
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Submission is final.
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 your Health Careers Advisor.
## The HCEC Checklist

Submit PS through the Checklist

<table>
<thead>
<tr>
<th>Calendar</th>
<th>Date</th>
<th>Checklist</th>
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<td></td>
<td><strong>Readiness Assessment</strong></td>
</tr>
<tr>
<td></td>
<td>12/1/2019</td>
<td>✅ I have carefully considered the opportunities available to me and decided that I am ready to apply in Summer 2020 to schools of human medicine for matriculation in Fall 2021. <a href="#">Health Careers Advisor</a></td>
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<tr>
<td></td>
<td></td>
<td><strong>Readings</strong></td>
</tr>
<tr>
<td></td>
<td>12/1/2019</td>
<td>✅ I am aware that I am responsible for reading and understanding materials posted in the Process Overview, FAQs, and Required Readings pages, and staying up-to-date with newly published Required Readings.</td>
</tr>
<tr>
<td></td>
<td>12/1/2019</td>
<td>✅ I know I can stay informed about letter release timing and other Information through the News &amp; Retiring page.</td>
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<tr>
<td></td>
<td>12/1/2019</td>
<td>✅ I have joined the Health Careers Advisor's email list. <a href="#">Link to Health Careers Advisor's email list</a></td>
</tr>
<tr>
<td></td>
<td>11/5/2019</td>
<td>✅ I am aware that the AAMC Fee Assistance Program (FAP) will begin accepting applications January 2020. <a href="#">Link to FAP website</a></td>
</tr>
<tr>
<td>March</td>
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<td><strong>Registration</strong></td>
</tr>
<tr>
<td></td>
<td>11/8/2019</td>
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</tr>
<tr>
<td></td>
<td></td>
<td><strong>Part 1</strong></td>
</tr>
<tr>
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<td>12/1/2019</td>
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</tr>
<tr>
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<td><strong>Part 2</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></td>
<td></td>
<td>✅ I have completed my MD/PhD Statement. <a href="#">Link to MD/PhD Statement</a></td>
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<tr>
<td></td>
<td></td>
<td>✅ I have confirmed my GPA through the Student Center. <a href="#">Link to instructions</a></td>
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<tr>
<td></td>
<td></td>
<td>✅ I have submitted my personal photo to HCEC. <a href="#">Link to photo submission instructions</a></td>
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<td>✅ HCEC has received my photo.</td>
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<td>After submitting my Registration documents, I have saved them to my home computer. Download PDFs of registration documents: BIF, PS, MD/PhD Statement</td>
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# The HCEC Checklist

Submit MD/PhD Statement through the Checklist

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<td>Dec-Feb</td>
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<td>- Registration</td>
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<td>- Optional Alumni Early Submission Deadline: 01/13/2020</td>
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The HCEC Checklist

Submit GPA through the Checklist

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# The HCEC Checklist

**Submit Photo through the Checklist**

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|          |          | After submitting my Registration documents, I have saved them to my home computer. Download PDFs of registration documents: BIF, PS, MD/PhD Statement |
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 Secure File Transfer (formerly Cornell DropBox)

Early Submission Deadline: January 13, 2020
Final Deadline: July 31, 2020
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*

Mail to: HCEC Records Coordinator
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

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# 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><strong>Health Careers Reflection Journal</strong></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><strong>2020 BIF Instructions</strong></td>
</tr>
<tr>
<td>Personal Statement (PS)</td>
<td>Demonstrates the applicant's ability to reflect on their career goals and perspective and to communicate well in a written format</td>
<td><strong>2020 PS Instructions</strong></td>
</tr>
<tr>
<td>MD/PhD Statement</td>
<td>For MD/PhD applicants only, a statement regarding the applicant's research</td>
<td><strong>2020 MD/PhD Statement Instructions</strong></td>
</tr>
<tr>
<td>Current Photo</td>
<td>Not more than one year old, delivered to the HCEC online checklist</td>
<td><strong>Fellow Instructions in the HCEC Online Checklist</strong></td>
</tr>
<tr>
<td>Registration Agreement Form (RAF)</td>
<td>Signed, original, paper RAF must be submitted to the HCEC</td>
<td><strong>2020 Registration Agreement Form</strong></td>
</tr>
<tr>
<td>Residence in Fee</td>
<td>Check or money order made payable to “Cornell University - HCEC”</td>
<td>See checklist of contact HCEC for fee info</td>
</tr>
<tr>
<td>Cornell Transcripts</td>
<td>Retrieved by the HCEC</td>
<td></td>
</tr>
<tr>
<td>2-3 Letters of Recommendation (LoRs)</td>
<td>Submitted directly to the HCEC and included in the HCEC Committee Packet</td>
<td><strong>2020 LO Letter Guidelines and LoRs</strong></td>
</tr>
</tbody>
</table>
HCEC Registration

Registration Part 2
Registration Agreement Form (RAF)

Early Submission Deadline: January 13, 2020
Final Deadline: July 31, 2020

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.
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.
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 13, 2020
- Final Deadline: July 31, 2020
Letters of Recommendation

<table>
<thead>
<tr>
<th>Calendar</th>
<th>Date</th>
<th>Checklist</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>□ Click the red checkbox after you have performed the required task. You will not be allowed to &quot;uncheck&quot; a box after marking a task complete. □ Black checkboxes will be marked automatically by the HCEC.</td>
</tr>
<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>Not complete</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>1/15/2020</td>
<td>✓</td>
<td>I have arranged for my LoRs to arrive at the HCEC</td>
</tr>
</tbody>
</table>

**Due Date:**
- **03/02/2020**

**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](#)
Letters of Recommendation

HCEC Online File

Letters of Recommendation - Writer Contact Information

As a Undergraduate 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.

Please note that the HCEC must receive at least 2 letters of recommendation (LoRs) for you before you will be matched with an interviewer. The due date for receipt of LoRs is 03/02/2020.

<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>Hal</td>
<td>Tudacheve</td>
<td>(333) 333-3333</td>
<td><a href="mailto:hat04@cornell.edu">hat04@cornell.edu</a></td>
<td>yes</td>
<td>waived</td>
<td>03/15/2020</td>
<td>yes</td>
</tr>
<tr>
<td>Mark</td>
<td>Mywords</td>
<td>(555) 555-5555</td>
<td><a href="mailto:mywordsm@harvard.edu">mywordsm@harvard.edu</a></td>
<td>no</td>
<td>waived</td>
<td>03/17/2020</td>
<td>no</td>
</tr>
<tr>
<td>Rita</td>
<td>Goodbook</td>
<td>(222) 222-2222</td>
<td><a href="mailto:rgoodbook@aol.com">rgoodbook@aol.com</a></td>
<td>no</td>
<td>retained</td>
<td>12/15/2019</td>
<td>yes</td>
</tr>
<tr>
<td>Anita</td>
<td>Dayoff</td>
<td>(444) 444-4444</td>
<td><a href="mailto:add1@cornell.edu">add1@cornell.edu</a></td>
<td>yes</td>
<td>waived</td>
<td>02/15/2020</td>
<td>yes</td>
</tr>
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</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 2020 Registrant Guide.
Letters of Recommendation

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Letters of Recommendation

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

Dr. Chelsea Rule
210 Barnes Hall
Appointments: (607) 255-5296
Letters of Recommendation

When requesting an LOR, use the
2020 LOR Guidelines and FERPA Intent Form
found on the HCEC Process Overview page:

http://www.career.cornell.edu/paths/health/medschool/hcec/process.cfm
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 – 1/13/20
Checklist Completion for Alumni – 7/31/20

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.
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.

<table>
<thead>
<tr>
<th>Deadline: 07/31/2020</th>
<th>I submitted my primary AMCAS, ACOMMAS, AADSAS, etc. application.</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMCAS begins release of applicant data to schools: end of June</td>
<td>I emailed to the HCEC a pdf of my submitted medical school application (i.e. AMCAS, AACOMAS, AADSAS, etc.). [Link to instructions]</td>
</tr>
<tr>
<td>June - October</td>
<td>Not complete</td>
</tr>
<tr>
<td>Deadline: 07/31/2020</td>
<td>Checklist Complete. Checklist items must be completed up to this point for the HCEC Letter to be released.</td>
</tr>
<tr>
<td>HCEC begins releasing letters: late June-early July</td>
<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>
</tr>
<tr>
<td></td>
<td>I know I can stay informed about letter release timing and other information through the News &amp; Bulletins page.</td>
</tr>
</tbody>
</table>
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.
Alumni registrants who meet the Early Alumni Submission Deadline of January 13, 2020, will receive priority letter release, provided they submit their AMCAS application and complete the checklist during the first week of AMCAS submission.
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 the AMCAS application, as early as possible.
Reminder!

Read the **HCEC 2020 Registrant Guide** found in the Required Readings section of your HCEC Online Checklist.
Reminder!

Read the FAQs found “In this section” of your HCEC Online Checklist.
Reminder!

Read the **News & Bulletins** found “In this section” of your HCEC Online Checklist.
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

Be sure to read the FAQs and News & Bulletins before contacting the HCEC with questions.
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

Be sure to read the FAQs and News & Bulletins before contacting the HCEC with questions.
Things to Keep in Mind:

• Read the HCEC 2020 Registrant Guide.
• BIF responses inform the HCEC Letter.
• Timeliness is Important.
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.
Things to Keep in Mind:

- Review websites of the application services.
- Submit the application when it is the most ready.
- Start reviewing medical schools’ missions.
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

HCEC Process Overview:
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

Health Careers Advisors:
http://www.career.cornell.edu/paths/health/advisors.cfm
Important links for HCEC registrants:

AAMC:  
https://www.aamc.org/

AMCAS:  
https://students-residents.aamc.org

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

AACOMAS:  
http://www.aacom.org/become-a-doctor/applying

AADSAS:  
https://www.adea.org/aadsas/

OptomCAS:  
http://www.optomcas.org/