

HCEC 2012 Checklist

Alumni Registrants

I have:

- carefully considered all the opportunities available to me and have decided that I am ready to apply in Summer 2012 to schools of human medicine for matriculation in Fall 2013
- completed the HCEC Registration Intent Questionnaire (RIQ) online
- submitted to the HCEC website: Background Information Form (BIF) and Personal Statement (PS)
- submitted my personal photo via DropBox to dhl34@cornell.edu
- printed and signed the five statements of the 2012 Registration Agreement Form (RAF)
- submitted signed RAF and the HCEC registration fee (check or money order) to the HCEC in 203 Barnes Hall, Cornell University, Ithaca, NY 14853
- read and understood the 2012 HCEC Applicant Guide
- arranged for 2-3 Letters of Recommendation to be sent to HCEC
- entered letter writer names and contact information into my HCEC online file
- arranged for all transcripts other than Cornell to be received by the HCEC
- entered names of external colleges I attended into my HCEC online file
- opened my Interfolio account using the HCEC code (cost included in HCEC registration fee)
- entered a checkmark in my HCEC online file confirming my Interfolio account is open
- authorized delivery of my HCEC letter to Interfolio in my HCEC online file
- authorized delivery at Interfolio of my HCEC letter to appropriate application service
- submitted my AMCAS, AACOMAS, AADSAS, OPTOMCAS, OMSAS, etc. application and sent a .pdf of it to the HCEC
- entered ID #(s) for above application services into my HCEC online file
- checked Facebook to get a sense of my letter release date
- scheduled delivery of my HCEC Letter from Interfolio to AMCAS, or other service