

Undergraduate Registrant Checklist

Cornell HCEC

This is a preview of the checklist that must be completed through the HCEC Online File.

2015

I have:

- carefully considered all the opportunities available to me and decided that I am ready to apply in summer 2015 to schools of human medicine for matriculation in fall 2016
- “liked” the HCEC Facebook page for notification of Required Readings, HCEC events, etc.
- elected to receive emails about health careers opportunities and events (e.g. scholarships, internships, workshops) through my CCNet (Experience) profile settings
- completed the 20 Question Readiness Self-Assessment (20Q) by **1/16/15** (not submitted to HCEC)
- completed the Registration Intent Questionnaire (RIQ) online by **1/16/15**
- read and understood the *2015 HCEC Applicant Guide*
- completed my Background Information Form (BIF) and Personal Statement (PS) online by **1/23/15**
- submitted my personal photo via the Cornell DropBox per instructions in my Online File by **1/23/15**
- printed the 2015 Registration Agreement Form (RAF) and signed the statements
- submitted signed RAF to the HCEC in 103 Barnes Hall, on **1/27/15** or **1/28/15**, 5-7pm
- remitted the registration fee (check, bursar, or fee waiver), on **1/27/15** or **1/28/15**, 5-7pm
- opened or renewed my Interfolio account using the HCEC code found in my HCEC Online File checklist (cost included in HCEC registration fee)
- arranged for 2-3 Letters of Recommendation to be sent to HCEC by **3/6/15**, and asked my recommenders to send them to my Interfolio account as well
- entered into my HCEC Online File the names and contact information of my recommenders
- arranged for all transcripts other than Cornell to be received by the HCEC by **3/6/15**.
- entered into my HCEC Online File the names of all non-Cornell colleges I attended after high school
- checked my interviewer match online and contacted interviewer to schedule interview
- entered into my Online File the planned interview date and the date on which it was scheduled
- completed my interview and entered that date into my HCEC Online File
- sent a thank you note to my interviewer (handwritten snail-mail preferred)
- authorized through my HCEC Online File delivery of my HCEC letter to Interfolio (and/or AADSAS)
- entered ID #(s) for application services (e.g., AMCAS, etc.) into my HCEC Online File
- emailed to the HCEC a .pdf of my submitted medical school application (e.g., AMCAS, etc.)
- checked Facebook to get a sense of my letter release date
- scheduled delivery of my HCEC Letter from Interfolio to AMCAS or other service