

# Undergraduate Registrant Checklist Preview 2017

Cornell HCEC

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

I have:

- carefully considered all the opportunities available to me and decided that I am ready to apply in summer 2017 to schools of human medicine for matriculation in fall 2018
- “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) by joining the prehealth-L e-list
- completed questions 1 – 8 of the Health Careers Reflection Journal by **1/13/17** (not submitted to HCEC)
- completed the Registration Intent Questionnaire (RIQ) online by **1/13/17**
- read and understood the *HCEC 2017 Registrant Guide*, found in Required Readings
- completed my Background Information Form (BIF) and Personal Statement (PS) online by **1/27/17**
- submitted my personal photo via the Cornell DropBox per instructions in my Online File by **1/27/17**
- printed the 2017 Registration Agreement Form (RAF) and signed the statements
- submitted signed RAF to the HCEC in 103 Barnes Hall, **1/31/17** or **2/1/17**, 5-7pm
- remitted the registration fee (check, bursar, or fee waiver), **1/31/17** or **2/1/17**, 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 **3/3/17**, 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 **3/3/17**.
- entered into my HCEC Online File the names of all non-Cornell colleges I attended after high school
- completed questions 9 – 14 of the Health Careers Reflection Journal before my interview
- 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)
- completed questions 15 – 19 of the Health Careers Reflection Journal before submitting my application to AMCAS, AACOMAS, AADSAS, etc. (not submitted to HCEC)
- 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.)
- scheduled delivery of my HCEC Letter from Interfolio to AMCAS or other service