

# Undergraduate Registrant Checklist Preview 2018

Cornell HCEC

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

I have:

- Pre-registered on the Health Careers Advising page, and attended the three required workshops in October and November 2017
- carefully considered all the opportunities available to me and decided that I am ready to apply in summer 2018 to schools of human medicine for matriculation in fall 2019
- 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 **2/08/18** (not submitted to HCEC)
- completed the Registration Intent Questionnaire (RIQ) online by **2/08/18**
- read and understood the *HCEC 2018 Registrant Guide*, found in Required Readings
- completed my Background Information Form (BIF) and Personal Statement (PS) online by **2/08/18**
- submitted my personal photo via the Cornell DropBox per instructions in my Online File by **2/08/18**
- printed the 2018 Registration Agreement Form (RAF) and signed the statements
- submitted signed RAF and remitted the registration fee (check, bursar, or fee waiver) at one of the HCEC Walk-In events, 103 Barnes Hall **2/12/18** or **2/13/18**, 5-7pm
- arranged for 2-3 Letters of Recommendation to be sent to HCEC by **2/15/18** (optional to qualify for an Early HCEC Interview)
- arranged for 2-3 Letters of Recommendation to be sent to HCEC by **3/2/18**
- entered into my HCEC Online Checklist the names and contact information of my recommenders
- arranged for all transcripts other than Cornell to be received by the HCEC by **3/2/18**.
- entered into my HCEC Online Checklist 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 HCEC Online Checklist the planned interview date and the date on which it was scheduled
- completed my interview and entered that date into my HCEC Online Checklist
- sent a thank you note to my interviewer (handwritten snail-mail preferred)
- authorized delivery of my HCEC letter to AMCAS, AACOMAS, AADSAS, or TMDSAS through my HCEC Online Checklist
- 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 into my HCEC Online Checklist
- submitted letter of evaluation request forms at AMCAS/AACOMAS/AADSAS using the email address: [hcec@cornell.edu](mailto:hcec@cornell.edu). (NOTE: Do not send the forms to the HCEC.)
- entered Letter ID # from AMCAS Letter Request Form into my HCEC Online Checklist
- emailed to the HCEC a .pdf of my submitted medical school application (e.g., AMCAS, etc.)