

High School Health Careers Program Application Guidelines and Checklist

READ CAREFULLY

Online Application

- Do the online application first. Be sure to enter the correct email address; that is how we will correspond with you. When you hit Submit button, the system will give you an application number immediately upon successful submission of your application. Do not submit more than one application. If you have changes, email those changes to outreach.programs@umassmed.edu

Mailing Deadline

- The deadline is a requirement, not a suggestion. Be sure the online application and supporting documents are *in our office* by March 15th (if the 15th falls on a weekend, you can have until the following Monday). After the first week of March, documents should be mailed overnight, brought to our office or scanned and sent electronically.

Mailing Address

- Kathleen Rancourt
Outreach Programs S1-842B
UMass Medical School
55 Lake Avenue North
Worcester MA 01655

Your Checklist

- _____ Online Application
- _____ Personal Statement
- _____ Verification and Parental Consent Form
- _____ Letter of Recommendation 1
- _____ Letter of Recommendation 2
- _____ Letter of Recommendation 3
- _____ Official High School Transcript (Must have school seal and be signed; original must be mailed).

Follow Up

- It is the applicant's responsibility to follow up with your school to be sure the transcript was mailed and to follow up with the teachers/guidance counselor to be sure they have mailed their recommendation letters.

Email Confirmation

- When we have your online application and all supporting documents, we will send you an email confirmation. As the deadline nears, if you have not received a confirmation, call us to check the status of your application.

Calling UMass

- Our phone number is 508.856.2707. Be sure you have read this page carefully before calling. If you still have questions, please call between 9am – 4pm, Monday-Friday.