

# H RTP: A Public Health Internship Program

## Getting Started: An Instruction Guide for Student Applicants

Welcome to H RTP: A Public Health Internship Program at the New York City Department of Health and Mental Hygiene

To submit an H RTP online application, **please be sure to read and follow the instructions below.**

**The information in this guide supersedes all historical information or instructions.**

For consideration, you must be an eligible applicant and applications must be received in full by the deadline.

**Late applications will not be accepted.** Applying to H RTP does not guarantee an internship.

### I. H RTP Application Requirements

**Eligible applicants** must complete and submit the following:

Application Component	Instructions (Must be postmarked or received by H RTP on/before the deadline)
• H RTP Application	Complete online via NYC MED
• Resume/CV	e-mail to <a href="mailto:h rtp@health.nyc.gov">h rtp@health.nyc.gov</a> (.pdf or .docx format)
• <b>Personal Statement</b>	e-mail to <a href="mailto:h rtp@health.nyc.gov">h rtp@health.nyc.gov</a> (.pdf or .docx format)
• Letter of Recommendation and <b>Reference form</b>	Recommender must e-mail to <a href="mailto:h rtp@health.nyc.gov">h rtp@health.nyc.gov</a> or by postal mail..
• Current Official School Transcript	By postal mail or e-mail (electronic transcripts)

**Mailing address:** H RTP: A Public Health Internship Program at the NYC DOHMH, 42-09 28<sup>th</sup> St. CN#65, Queens, NY 11101

### II. NYC MED

To access the H RTP application, you must register with NYC MED:

- Visit <http://www.nyc.gov/health/nycmed>
- Click on the "**Register**" icon, complete registration
- Be sure to record your **User Name** and **password**  
(H RTP is unable to assist in retrieving usernames or passwords)
- After registering, your browser will display the NYC MED Dashboard
- Click on "**Health Research Training Program**"  
(Located under the "**Community Services**" section)

Helpful  
Tips

*This site is best viewed using browsers such as Chrome 21.0 & above, IE9 & above, Firefox 3.6 & above. If you are having trouble viewing the site, please clear your browser's cache and cookies.*

### III. H RTP Web Application

After clicking on "**H RTP: A Public Health Internship Program**":

- The screen will open to the H RTP Web-Application Landing Page. Click on "**Start a New Application**"
- Each tab on top of the page corresponds to a section of the H RTP application. Complete the following:
  - Student Information**
  - Interest – Skills – Coursework**
  - References, Personal Statement – Essay, Attachments (deactivated)**  
Please follow these instructions for submitting your supporting documents.
  - After completing "**Student Information**" and "**Interest – Skills – Coursework**", the system will automatically direct you to the "**Acknowledgements**" section. Click on "**Save and Submit.**"

### IV. Application Status

Please allow the program 4 – 6 weeks after the deadline to be notified of your application's status.

If you have any questions, contact [h rtp@health.nyc.gov](mailto:h rtp@health.nyc.gov)