

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

Getting Started: An Instruction Guide for Student Applicants

OUR APPLICATION HAS CHANGED: The information in this guide supersedes all historical information or instructions. Applications and supporting documents received late will not be accepted. Submitting an application does not guarantee an internship. For application deadlines, visit nyc.gov/health and search for “H RTP.”

To submit an H RTP application online, visit nyc.gov/health/hrtp. Prior to submitting an application, please be sure to read and follow the instructions below.

For consideration, you must be:

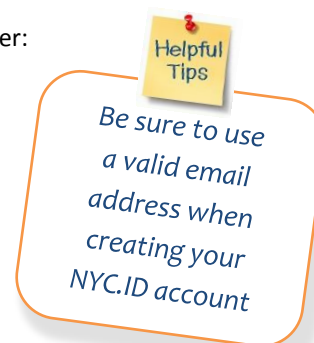
- Enrolled as a matriculated undergraduate, graduate or professional student in a degree program at an accredited college or university in the US
- In good academic standing (GPA above 3.0)
- A New York City resident for the fall and spring season; residency is not required for the summer session

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 or before the deadline) |
|---|---|
| • H RTP Application | Completed online via NYC.ID Portal |
| • Resume/CV | Uploaded via the student application in .pdf or .docx format |
| • Personal Statement | Uploaded via the student application in .pdf or .docx format |
| • Letter of Recommendation and Reference form | Sent directly to H RTP by the recommender via postal service or emailed to hrtp@health.nyc.gov |
| • Current Official School Transcript | Sent directly to H RTP by the school via postal service or emailed to hrtp@health.nyc.gov |
| Mailing address: H RTP: A Public Health Internship Program at the New York City Department of Health, 42-09 28th St. CN#65, Queens, NY 11101 | |

II. **NYC.ID:** To access the H RTP student application, you must register with NYC.ID. To register:

- a. Click on “Create New Account” and complete the new account registration
- b. Be sure to use a valid email address and record your password
H RTP is unable to assist with retrieving usernames or passwords
- c. Select three security questions and provide answers to them
- d. Check your email for a verification link and further instructions
- e. After registering, you will be taken directly to the H RTP dashboard



III. **H RTP Student Application**

- a. Once on the H RTP dashboard, click “Action → Start New Application.”
- b. Complete all sections of the H RTP application; note that required fields are marked with a red asterisk.
- c. Applicants can **save** their work and return to their application to make changes.
- d. Once the application is submitted, no changes may be made to it.

IV. **Application Status**

H RTP staff will begin notifying candidates of their application status four to six weeks **after** the deadline. If you have any questions, email hrtp@health.nyc.gov.

