

CEYE Virtual Summer Programs Application Instructions

As we continue to monitor the COVID-19 situation at the Mount Sinai Health System, we have made the difficult decision to suspend onsite CEYE Summer Programs (June through August) 2020. As an alternative, we will be offering an array of virtual course offerings through Zoom and other options through which students may participate to remain engaged with the Mount Sinai community. We are moving quickly to develop coursework from a cross-section of experts across the Mount Sinai Health System and throughout NYC. Although they will not be in-person, we anticipate being able to offer exciting and engaging curriculum across a variety of new platforms. We will release more details soon and encourage you to remain in consideration for this virtual experience with us! In the meantime, please check out our [CEYE Virtual Summer Program FAQs](#).

Summer Programs Application Deadline: **Sunday, April 5th, 2020**
CEYE Webpage: <http://www.ichn.mssm.edu/ceyesummer>
Summer Programs Timeline: TBD

Students may apply to more than one program. Please rank your preferences within the online application. Only one essay is necessary for submission.

Eligibility Requirements

- Must attend a NYC public or charter high school.
- Meet the GPA requirement listed in each course description found on the [webpage](#).
- Identify as Under Represented Minority (*URM*) (African American, Latino, Native American and Alaskan American) **OR** meet state-determined economic criteria. Please see **page 3** of this document to determine your economic eligibility criteria.
- Any additional requirements as stated in each individual course description; found on the [webpage](#).

Online Application Submission Details

The online application must be done via the [online portal](#). Upon initially completing the form, you will be sent an email to the email address you provided on the application. You will then be able to use the information found in that email to edit your application as necessary until the due date of March 22nd 2020. Please do not create more than one application. Also, please note that parental consent will also be *required* on the online application.

You will have an opportunity to upload the following **required supporting documentation**:

1. Personal Essay (short-answer response to **ALL 3** questions)
2. Copy of your latest high school transcript (*unofficial*)
3. Documentation showing proof of the student's economic eligibility (*if applicable*)

Letter of Recommendation

We understand that some students may be unable to obtain letters of recommendation from their instructors as they are moving their curriculum online unexpectedly. Given these unprecedented circumstances, we ask that you provide the name and email address for your recommender, so we might reach out to them directly with any outstanding questions regarding your application. We have updated our summer application and you can now input your recommender's contact information there.

If they are able to complete the following: <http://bit.ly/CEYERecommendation2020> however, we encourage them to do so.

* Applications without **ALL** supporting documentation by the deadline will be marked as incomplete. We understand we are currently in a public health emergency so please refer to our updated FAQs for questions regarding supporting documentation.

Supporting Documentation can be emailed or mailed to:
CEYEapplications@mssm.edu

Letter of Recommendation Instructions

At least one science teacher, math teacher and/or other appropriate professional letter of recommendation. Instruction and information to be provided can be found on the [website](#).

- All recommenders should answer all of the required questions.
- The Recommendation must be submitted on your recommender's official letterhead.
- Completed Recommendation Forms should preferably be uploaded directly to the [online portal](#).
- If the recommender is unable to upload the recommendation through the online portal then the recommendation should be sent directly to the CEYE office via email using the contact information provided below.

NOTE: Recommendations received directly from the student *will not be considered*.

Completed Recommendation Forms can be emailed:
CEYEapplications@ssm.edu

Essay Expectations

- 250 words or less for **EACH** question, typed and double-spaced (for returning students answer 3* instead of 3):
 1. Describe the world you come from; for example, your family, school, community, city, or town. How has that world shaped your dreams and aspirations? *(250 words or less)*
 2. Please describe a life challenge (of any nature, past or present) you have faced and how you overcame it. *(250 words or less)*
 3. Describe when and how you became interested in science? Why you want to continue to explore that interest in the CEYE? *(250 words or less)*
- 3*. How has your participation in CEYE in previous summers shaped your perspective of the scientific world and the issues it aims to address? *(250 words or less)*

Economic Eligibility

*(Required for students who do **NOT** identify as African American, Latino, Native American or Alaskan American)*

A student is considered economically disadvantaged if he or she meets the 2019-20 New York State Opportunity Programs income eligibility criteria found on page 3 of this document. A copy of the parent's or legal guardian's 1040 tax return form, can be utilized as proof of disadvantaged status. For a full list of acceptable proof documents, refer to **page 4** on this document.

Exceptions:

Reference to the household income scale need not be made if the student falls into one of the following categories, and documentation is available:

- a. The student's family is the recipient of: (1) Family Assistance Program Aid; or (2) Safety Net Assistance through the New York State Office of Temporary and Disability Assistance, or a county department of social services; or (3) family day-care payments through the New York State Office of Children and Family Services Assistance, or a county department of social services
- b. The student is living with foster parents and no monies are provided from the natural parents; or
- c. The student is a ward of the State or a county

For questions or concerns: CEYE@mssm.edu OR 212-241-7655
For frequently asked questions (FAQs) please see **page 5** of this document.

APPENDIX

GUIDELINES FOR STUDENT ELIGIBILITY

The Science and Technology Entry Program is designed for students attending secondary school (grades 7-12) in New York State who are either minorities historically underrepresented in the scientific, technical, health related and licensed professions, or economically disadvantaged as defined below. **For the purpose of STEP, minorities historically underrepresented in the scientific, technical, health related and licensed professions include residents of New York State who are African American, American Indian/ Alaska Native or Hispanic. If you are economically disadvantaged, you may be eligible for STEP. Please refer to the guidelines below and provide the required documentation.**

For the purpose of STEP, a student is considered a New York State resident if he or she resides in New York State and has lived in New York State for the last two terms of school prior to entry into the STEP Program, or has resided in New York State for at least 12 months immediately preceding the first term for which he or she is seeking participation in the STEP Program.

The economic eligibility standards set forth in this Appendix apply only at the time of application to the Science and Technology Entry Program. Once admitted, a participant may continue to receive services, even if the family income rises above the current eligibility standards.

1. Economic Eligibility Criteria for First-Time Students

For the purpose of STEP, a student is economically disadvantaged if he or she meets the income eligibility criteria outlined in the table below (economic disadvantage documentation would be a copy of the parent or legal guardian’s signed most recent year’s tax returns (IRS form 1040, 1040A, 1040EZ or 4506).

Additional documentation of household *income* need not be collected to determine eligibility under economic disadvantage if the student falls into one of the following categories, and **documentation is available to demonstrate:**

- The student's family is the recipient of family assistance program aid or safety net assistance through the New York State Office of Temporary and Disability Assistance or a county department of social services; or is the recipient of family day-care payments through the New York State Office of Children and Family Services or a county department of social services;
- The student is living with foster parents and no monies are provided from the natural parents; or
- The student is a ward of the State or a county.

Number in Household Depending on Income*	2019-20
1	\$22,459
2	\$30,451
3	\$38,443
4	\$46,435
5	\$54,427
6	\$62,419
7	\$70,411
8	\$78,403

*Add \$7,992 for each family member in excess of 8.

2. Exceptions

Reference to the household income scale need not be made if the student falls into one of the following categories and documentation is available:

- a. The student’s family is the recipient of (1) Family Assistance Program Aid, or (2) Safety Net Assistance through the New York State Office of Temporary and Disability Assistance, or a county Department of Social Services, or (3)

- b. family day care payments through the New York State Office of Children and Family Services Assistance, or a county Department of Social Services.
- c. The student is living with foster parents and no monies are provided from the natural parents
- d. The student is a ward of the State or a county.

3. Documentation

Please provide only ONE of the following documents.

The following shall be acceptable documentation of economic eligibility:

- a. **Preferred** - Documentation of all income, earned dividends and interest: a signed copy of appropriate year's tax return (IRS Forms 1040, 1040A, 1040EZ, or 4506).
- b. Documentation of a sole worker's income from two or more employers: W2's for the appropriate year or similar documentation acceptable to the Commissioner.
- c. Documentation of no income: a copy of IRS Form 4506 which has been filed by the student or family with the Internal Revenue Service or a copy of IRS Letter 1722 indicating that the student or parent did not file a return.
- d. Documentation of pension, annuity, or unemployment benefits: letter from the applicable agency showing appropriate year's total award (if not reported on IRS Forms 1040, 1040A, 1040EZ or 1099).
- e. Documentation of Social Security, Supplemental Security Income, or Veterans Administration non-educational benefits: a letter from the applicable agency showing applicable year's total award for **each** member of the household, including Medicare premiums or IRS Form 1099 for each member of the household.
- f. Documentation of Social Services payments: verification from a branch of the State Office of Temporary and Disability Assistance, Office of Children and Family Services Assistance, or a county department of Social Services showing year that benefits were received and names of recipients including the applicant.
- g. Documentation of child support and/or alimony: a court order, affidavit.
- h. Documentation of additional members in household: birth certificates, marriage certificates, third-party verification, or similar documentation acceptable to the Commissioner, along with proof of income or lack of income for each such member.

CEYE Virtual Summer 2020 Program Frequently Asked Questions (FAQs)

What happens to my application if it is already submitted?

Your early submission has not gone unnoticed and we look forward to reviewing your application for acceptance to one of our virtual programs. Please note that we may ask for additional information.

What if I submitted an application, but no longer want to be considered for the virtual format?

Please simply send us an email at CEYEApplications@mssm.edu to withdraw your application.

What will the course offerings be for the summer?

We are moving quickly to develop coursework from a cross-section of experts across the Mount Sinai Health System and throughout NYC. Although they will not be in-person, we anticipate being able to offer exciting and engaging curriculum across a variety of new platforms. We will release more details soon and offer you an opportunity to withdraw if it does not seem of interest.

Will I still receive a stipend?

It is still unclear to us at this time however it is our hope to provide updates when we can.

Can I apply to CEYE's Virtual Courses, if I have not started an application yet?

You will be considered as long as they are completed by Sunday, April 5th at 11:59 pm.

Can we use 2018 taxes in place of 2019?

We ask for 2019 tax forms as part of your application. If your household income has drastically changed due to the current public health emergency – or you are unable to obtain your parents' 2019 tax forms – please reach out to us directly at CEYEApplications@mssm.edu. Please note that a documentation of unemployment or other State benefits can be submitted in place of any tax forms.

Do I still need a letter of recommendation?

We understand that some students have been unable to obtain letters of recommendation from their instructors as they are moving their curriculum online unexpectedly. Given these unprecedented circumstances, we ask that you provide the name and email address for your recommender, so we might reach out to them directly with any outstanding questions regarding your application. We have updated our summer application and you can now input your recommender's contact information there.

If they are still able to complete the following [link](#), however, we encourage them to do so.

Do I still need a transcript?

We ask for a copy of your transcript as part of your application. If you are unable to obtain a copy of your transcript due to the current public health emergency, we ask that you send us the following:

- a copy of your most recent report card
and/or
- a copy of your grades from your school's online grading platform.

What if I do not attend a NYC public school? Can I still apply?

Generally, students attending NYC Public or Charter Schools are our primary target area.

As a point of context, each year we are contracted by the State and Federal Government to support a specific number of students with specific eligibility criteria, which includes attending a NYC Public or Charter School. That being said, we sometimes make exceptions, particularly cases where students who attend a private or catholic school receive a significant financial aid package (documentation is required). Please note that this consideration is always subject to funding and availability.

What if I am not underrepresented in medicine (URM) or disadvantaged (DA)? Can I still apply?

Subject to funding and availability, CEYE may consider non-URM and non-DA applicants. Please be advised that these limited slots are extremely competitive and are outside of our primary target population.

*As a point of context, each year we are contracted by the State and Federal Government to support a specific number of students with specific eligibility criteria, which includes being an Underrepresented Minority (defined as African-American, Latino, Pacific Islander, or Native American) and / or economically disadvantaged (as defined on **page 3**)*

What if I am an undocumented or DACA student?

Students are eligible to apply regardless of immigration status. We will neither allow immigration officials on our campuses nor provide them with information about the immigration status of our students without appropriate legal process, such as a warrant or subpoena.

Will I still receive a stipend as an undocumented or DACA student?

Unfortunately, we cannot offer undocumented students a stipend, but you will still be eligible to receive a MetroCard if they are available.