

## High School Summer Programs Application Instructions

- Summer Programs Application Deadline:** **Monday, April 1<sup>st</sup> 2019**  
**CEYE Webpage:** <http://www.ica hn.mssm.edu/ceyesummer>  
**Summer Programs Timeline:** June 28<sup>th</sup> 2018 – August 12<sup>th</sup> 2019  
(No more than 2 absences allowed)
- Summer Programs:** Fruit Fly Genetics & Genomics  
Internship Placement (*Hospital Placement, Veterinary Sciences, or  
Dr. MMEN - Doctors Reaching Minority Males Exploring Neuroscience*)

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](#).
- Identity 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 [webpage](#).

### Online Application Submission Details

The online application will take **approximately 30 minutes** and must be done via the [online portal](#) in one sitting. Please note that parental consent will also be *required* during the online application session and you. 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*)
4. Medical Certification Form on **page 5** of this document
5. At least 1 letter of recommendation from a science teacher, math teacher and/or other appropriate professional who is a non-relative

\*Applications without ALL supporting documentation will be marked as incomplete.

\*\*If you *do not* choose to upload documentation during your online submission, they should be submitted via email or postal service.

\*\*\*Please note: email submission of supporting documents is preferred over postal mail as our office will be able to confirm receipt of these documents over email and we will not be able to do so for documents received via postal mail.

**Supporting Documentation can be emailed or mailed to:**

[CEYEapplications@mssm.edu](mailto:CEYEapplications@mssm.edu)

**OR**

Center for Excellence in Youth Education  
Icahn School of Medicine at Mount Sinai  
One Gustave L. Levy Pl, Box 1250  
New York, NY 10029

### **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 Form must be submitted on official letterhead
- Completed Recommendation Forms should be sent directly to the CEYE office via email or postal mail using contact information provided below

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

**Completed Recommendation Forms can be emailed or mailed to:**

[CEYEapplications@mssm.edu](mailto:CEYEapplications@mssm.edu)

**OR**

Center for Excellence in Youth Education  
Icahn School of Medicine at Mount Sinai  
One Gustave L. Levy Pl, Box 1250  
New York, NY 10029

### **Essay Expectations**

- 250 words or less for **EACH** question, typed and double-spaced:
  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)*

### **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 2018-19 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](mailto:CEYE@mssm.edu) OR 212-241-7655  
For frequently asked questions (FAQs) please see **page 6** 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*	2018-19
1	\$22,311
2	\$30,044
3	\$37,777
4	\$45,510
5	\$53,243
6	\$60,976
7	\$68,709
8	\$76,442

\*Add \$7,733 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:

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- 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
- c. 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.

## Medical Certification Form

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Student's Name: \_\_\_\_\_ Last 4 digits of Social Security \_\_\_\_\_  
Last First

( ) I have examined the above names on, \_\_\_\_\_ and found him/her to be medically fit and capable of performing all assigned duties.

( ) The above named has a condition that will affect his/her ability to function effectively and may put others at risk (please describe the condition):

### Immunizations:

1. **P.P.D.** Negative \_\_\_\_\_ Positive \_\_\_\_\_  
i. Date Given \_\_\_\_\_ Date Read \_\_\_\_\_

[If test is found to be positive please attach Chest X-Ray. **PPD must be within the last 6 months.** Students with a PPD conversion in the last 12 month must show proof of treatment and provide a Chest X-Ray.]

2. **M.M.R. or Titer\*** Dates \_\_\_\_\_  
\*Immune \_\_\_\_\_ Not Immune \_\_\_\_\_ Date tested \_\_\_\_\_

3. **Hepatitis B** Dates \_\_\_\_\_

4. **TDaP** Date \_\_\_\_\_

5. **Varicella** Dates \_\_\_\_\_

6. **Asthma** Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Physician's Name (Print) Address

\_\_\_\_\_  
Physician's Signature City/State/Zip

\_\_\_\_\_  
Date Telephone

## Frequently Asked Questions (FAQs)

### **Will I receive a stipend for my summer participation?**

*Traditionally all CEYE summer students receive a MetroCard and stipend. This is contingent on funding each year; however, we do anticipate being able to provide this once again for the summer 2019 programs. The amount of each program stipend is still to be determined.*

### **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.*

### **What are the times and days of each course?**

*The research courses run for around 3 to 4 hours a day, Monday – Friday. In addition to regular coursework, a mandatory college readiness class will take place for one hour each week. The time of the day is still to be determined, however, we anticipate the Fruit Fly Genetics and Genomics Course running from 10am – 2pm.*

*Internship Placement is generally around 9am – 5pm, however, we do encourage students to be flexible. For instance, if a procedure or surgery is going on earlier or later, we expect our students to make the most of the opportunity and make alternative arrangements to be there. There are also mandatory professional development and career readiness workshops throughout the program.*

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### **Do I have to submit all of my documents by the deadline?**

*The (1) online application, (2) short response questions, (3) letter of recommendation form, and (4) school transcript have to be submitted by the deadline. However, we do understand that getting your Medical Certification is contingent upon your doctor's availability, so you may submit that up to 2 weeks after the application deadline. Proof of meeting the economic eligibility criteria may also be submitted up to 2 weeks after the application deadline.*

### **Can I submit a report card instead of a transcript?**

*No, we ask that you please submit a copy of your latest transcript. If your school does not provide transcripts, please let us know via email at [CEYE@mssm.edu](mailto:CEYE@mssm.edu).*

### **Can I apply to more than one program?**

*Yes, but we ask that you only submit **ONE** application and rank your preferences on the "program interest" line.*

### **Can I apply to the program if I am currently in the 12<sup>th</sup> grade?**

*Our summer program is geared for current 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grade students. We encourage you to apply; however, please be advised that available slots for current seniors are limited and therefore, extremely competitive. Should you go on to apply, we suggest that you provide more than one letter of recommendation.*