

# 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

**H RTP will only review complete applications received by the application the deadline.  
Before applying be sure to read and follow these directions.**

**To submit your H RTP application, visit [nyc.gov/health/hrtp](https://nyc.gov/health/hrtp)**

### Eligible candidates are:

- 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)
- Able to provide proof of NYC residency if applying for the Spring or Fall session, no residency requirements for the Summer session

### I. Applicants must create an NYC.ID account before they can apply

1. [Click here](#) to create and register for a NYC.ID
2. Check your email for a verification link and further instructions
3. After you confirm your NYC.ID, [click here](#) and scroll to “**Apply Here**” to access the H RTP Student Application



**Pro Tip:** Be sure to use a valid email address and record your password when creating your NYC.ID account\*

### II. H RTP Student Application Dashboard:

1. On the H RTP Application dashboard, click **Create a Student Profile to Get Started** to complete your H RTP Student Profile.
2. Once your H RTP Student Profile is complete, return to the H RTP Application dashboard to complete the application, attach supporting documents, and request a Letter of Recommendation.  
**Note: To SUBMIT your application, the Request a Letter of Recommendation section must be completed.**
3. Applicants may save their work and return to their application to make changes up until the application deadline.
4. When the required sections are completed, hit **Submit** to officially submit your application.  
Once you click **Submit**, you can no longer edit your application.

### III. H RTP Application Requirements: For full consideration, [eligible applicants](#) should:

- Complete and upload the following via the application portal:
  - H RTP Application
  - Resume/CV
  - Personal Statement
  - Current school transcript (unofficial copies are acceptable)
- Send a request for a letter of recommendation via the application portal

### IV. Application Status:

H RTP staff will notify applicants of their status **4-6 weeks** after the application deadline.

Questions – reach out to [hrtp@health.nyc.gov](mailto:hrtp@health.nyc.gov)

\*H RTP is unable to assist with retrieving usernames or passwords