

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 deadline.
Before applying be sure to read and follow these directions.**

To submit your H RTP application, visit 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

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