



Health Educators and Academic Leaders (HEAL) Application 2026

Getting Started

- ☐ Go to the [UNMC online application webpage](#).
- ☐ Create an account or sign in.
- ☐ The application process does not have to be completed in a single sitting. You may log in to the system to access your application and update your information from any computer with internet access until you have made the final submission of your application.

Online Application

- ☐ When you sign in for the first time, you will be immediately taken to the “Add Program” tab. Find the following course to add: Health Educators and Academic Leaders (HEAL) Track Fall 2026.
- ☐ Click on the blue “+” to the left of that program name. Then, click on the blue “Continue” button at the bottom of your screen. On the next screen, click on the blue “Continue to My Application” button.
- ☐ In the “My Application” tab, there are four quadrants that need to be reviewed: 1) Personal Information, 2) Academic History, 3) Supporting Information and 4) Program Materials. Use the details below to work through each quadrant:
 1. Personal Information:
 - Social Security Number: Although this is an optional question, you will be required to provide this information if you are accepted. For that reason, we encourage you to provide it in the application to expedite your admitted student processing.
 2. Academic History:
 - Enter your high school and at least one college attended.
 - Official transcript entry is not required but an unofficial transcript from medical school should be included in the “Documents” tab (see below).
 - Standardized tests are not required but you must select that you will not be entering data.
 3. Supporting Information:
 - Observation Hours, Experiences, Achievements and Licenses/Certification are not required but you must select that you will not be entering data.
 - The Release Statement section is required.
 4. Program Materials:
 - Click on the blue box titled Health Educators and Academic Leaders (HEAL).
 - Click the Questions tab to respond to specific program questions.
 - Click on the Documents tab to upload the following four items: Personal Statement, Program Director Letter of Approval, CV and Unofficial Transcript(s).

- Upload your Personal Statement (700 words or less) on the topic “How do you see a health educator curriculum benefiting you in your future career aspirations?”
- Upload the signed Program Director Letter of Approval form which can be found in Appendix A of the online application checklist, which can be found at [the UNMC Health Educators and Academic Leaders webpage](#).
- Upload your CV in any format.
- Upload your unofficial transcript from medical school.
- Click the “References” tab to enter your reference’s contact information. Three references are needed and your references will receive an email request to upload a letter of recommendation.

Submit Application

- ☐ When you are ready to submit your application, go to the “Submit Application” tab and click submit. The deadline to submit is March 20, 2026.
- ☐ If your reference (LOR) writer is outside of the UNMC system (or at the VA), be sure to email them immediately after submitting the application to check their “junk” file for access to the College of Graduate Studies Reference request.

Payment

The application fee is \$60.

- ☐ Inquiries about fee waivers can be emailed to jill.mcintoshcarnes@unmc.edu but must be done before you submit payment through the application.
- ☐ A limited number of vouchers are available each year to offset this fee.

Confirmation Email

A confirmation email will be sent to your preferred email address indicating your application has been submitted and received by Graduate Studies Enrollment Management at UNMC.