

**University of Nebraska Medical Center
Health Educators and Academic Leaders (HEAL) application 2023**

Getting Started

- Go to [UNMC | Applicant Login Page Section \(liaisoncas.com\)](https://unmc.org/apply/apply-section).
- 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 Educator and Academic Leaders (HEAL) Track Fall 2023 (as shown below).

Health Educator and Academic Leaders (HEAL) Track Fall 2023

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 (last year’s list is shown for reference below)

+	Cancer Research M.S. Fall 2022	Masters	Eppley	Not Applicable	2022	Fall	Omaha	07/01/2022
+	Cancer Research M.S. Summer 2022	Masters	Eppley	Not Applicable	2022	Summer	Omaha	03/01/2022
✓	Health Educator and Academic Leaders (HEAL) Track Fall 2022	Graduate Track	Allied Health Professions Education	Non Degree	2022	Fall	OMAHA	03/20/2022
+	Immunology, Pathology & Infectious Diseases M.S. Fall 2022	Masters	N/A	Not Applicable	2022	Fall	Omaha	04/01/2022

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. Please use the details listed below to work through each quadrant.

Personal Information – All required fields are marked with a red asterisk (*).

- **SSN:** Although this is an optional question, you will be required to provide this information if and when you are accepted. For that reason, we encourage you to provide it in the application to expedite your admitted student processing.

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.

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.

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 4 items: Personal Statement, PD Letter of Approval, CV, and Unofficial Transcript(s).
 - Upload your Personal Statement: “How do you see a health educator curriculum benefiting you in your future career aspirations?” (700 words or less)
 - Upload the signed Program Director Letter of Approval form which can be found in *Appendix A* of the on-line application checklist (from UNMC HEAL website). A link is also provided as follows: [Guidelines and Procedures \(unmc.edu\)](https://www.unmc.edu/guidelines-and-procedures)
 - Upload your CV in any format
 - Upload your unofficial transcript from medical school
- Click the *References* tab to enter your reference’s contact information (x3). 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. Deadline to submit is March 20, 2023

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 emailed to your preferred email address indicating your application has been submitted and received by Graduate Studies Enrollment Management at UNMC.