Dear Potential Participant,

Thank you for joining us for the Introduction to Healthcare Interpreting (HLTH 84) of City College’s Health Care Interpreter Certificate Program. If you are interested in being considered for admission to the next cohort, you must do the following:

- Have passed HLTH 84 and been assessed in Language proficiency by our staff.
- Submit a confidential letter of recommendation from your employer, academic teacher or an individual who has knowledge of your experience and potential. Submit this letter of recommendation with your completed application, and follow the instructions on the recommendation form EXACTLY. Be sure to ask the person recommending you to sign on the flap of the envelop over the gummed area.
- Submit a completed written original application (not a photocopied document) with signature.
- Submit a personal statement essay with your application.
- Students who speak in Mandarin will be considered for the Spring semester, however Cantonese speakers will only be admitted in the Fall semester. Please note: You may submit your application with a note asking to be considered for the spring.

We will accept your application during the application period indicated online at https://tinyurl.com/HCIapply for priority admission for the next semester. It must be RECEIVED not postmarked during those dates. Only if we have insufficient applicants in your language who qualify for the program, will we consider additional applications thereafter. Applications may be mailed or hand delivered to the address below. Applications received before or after the application period are not considered admission. There are limited seats available in the course and complete and qualifying applications will be accepted based on language proficiency, prior completion of recommended courses and then by lottery. Incomplete, e-mail and faxed applications will NOT be accepted nor will applications with letters that are not signed on the envelope seal by the recommender and attached to the application, so please READ ALL INSTRUCTIONS CAREFULLY.

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