FELLOWSHIP APPLICATION INSTRUCTIONS

APPLICATION CHECKLIST:

Application Form - included in Application Portfolio

We do not use the APC Standard Application Form.

Curriculum Vitae (CV)

Details your experience and training in the following areas:

1. Undergraduate, graduate, and professional education
2. Internships, residencies, fellowships and other professional work history
3. Honors, scholarships, grants and memberships
4. Research experiences and publications

Personal Statement (1 page)

Discuss your interest in this pathology subspecialty, your interest in our program and professional goals.

Medical School Diploma

This can be a copy but must include documentation that you actually graduated. IMG: this must be a copy of a certified English translation.

References (3)

One must be from current residency/fellowship director.

Summative Evaluation for Fellowship Candidate - included in Application Portfolio

In addition to a reference letter, your program director must complete this form.

USMLE Score Reports

You can send photocopies of your official report for all steps taken to date.

ECFMG Certificate (photocopy – IMG only)

HELPFUL INFORMATION

We receive hundreds of applications each year for our fellowship programs. We would like to help you expedite your application by giving you these suggestions.

- We are interested in applicants who are genuinely interested in pursuing a career in a fellowship subspecialty area. If you are interested in more than one fellowship, you need to submit separate applications with documents for each fellowship. If you are interested in consecutive fellowships, indicate that on each application.
- Processing paper slows down the time it takes to process your application and wastes precious resources. We strongly encourage you to submit your materials electronically. We do NOT require paper copies of electronic documents.
- IF YOU MUST SUBMIT PAPER DOCUMENTS - Please submit all documents on *plain white paper*. Please do not staple, paperclip or bind your application.
- Please follow the checklist of required documents listed above. We do NOT need any other documents such as transcripts, reprints, or Dean's letters.
- We **do need** the Summative Evaluation form completed by your current (or most recent) program director.
- We require three letters of recommendation – one must be from your current program director. It is not necessary to send more than three letters. We also prefer letters that address your specific qualifications and research potential for the fellowship program and not general letters of reference. Reference letters should be addressed as follows:

[Specific Name of the Fellowship Director], [Specific Name of the Fellowship Program]
c/o Michelle Rickard
UW Pathology Residency Program
1959 NE Pacific, Box 356100
Seattle, WA 98195-6100

ELECTRONIC REFERENCES ARE STRONGLY ENCOURAGED - PAPER COPIES ARE NOT REQUIRED

- Please include the candidate name and fellowship program in the subject line of reference letters. We have TEN fellowship programs and it can get very confusing when we have to try figure out mystery documents.
- You will be notified of the progress of your application periodically. When it is complete, you will be notified and your packet will be forwarded to the fellowship director for consideration.
- **The deadline is December 1.**
- Interviews will be booked between mid-November and mid-February.