

FELLOWSHIP APPLICATION INSTRUCTIONS and CHECKLIST:

These instructions apply to the ACGME Fellowship programs available in the University of Washington Department of Laboratory Medicine and Pathology. These programs can be found at <https://dlmp.uw.edu/education/fellowship>; click on name of Fellowship program to follow link to further information on each fellowship.

HELPFUL INFORMATION

- If you are interested in more than one fellowship, you need to submit a separate and *complete* application *for each fellowship*.
- Please follow the checklist of required documents below. Please send **ONLY** the documents specified below; additional documents will be discarded
- You will be notified of the progress of your application periodically. When it is complete, you will be notified and your complete application will be forwarded to the fellowship director for consideration.

Applicant: Submit the following documents in **non-editable** formats

Curriculum Vitae (CV)

Details of your experience and training in the following areas:

- Undergraduate, graduate, and professional education
- Internships, residencies, fellowships and other professional work history
- Honors, scholarships, grants and memberships
- 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

- A copy which must include documentation that you have graduated.
- International Medical Graduates only: this must be a copy of a certified English translation.

USMLE or Equivalent Score Reports

- COMLEX or LMCC/MCCQE are accepted equivalents
- We are NOT able to access documents with a password or code
- YOU must download, print and scan your **official** report for all steps taken to date

ECFMG Certificate (photocopy) – International Medical Graduates only

(Proceed to next page for more instructions)

Department of Laboratory Medicine and Pathology

1959 NE Pacific Street
Seattle, WA 98195

Instructions to your letter writers:

We WILL accept the letters of recommendation submitted directly from the letter writers (or their administrators) to uwpthres@uw.edu.

These documents usually take several weeks to reach us after your request to your writers so request these documents as soon as possible.

Please pass along the following to your writers below and instruct them to follow carefully:

References (3)

- Please request one Letter of Recommendation from your current program director and 2 other letters from writers of your choice. so that you have requested a total of 3 letters
 - We will NOT accept more than 3 letters of reference; those in excess will be disregarded
- Letter must specifically name you as applicant and reference the fellowship program to which you are applying
- Letter must include details of your specific qualifications and research potential for this fellowship program
- Letters must be on official letterhead of institution or business
- Letters must be emailed from an institutional / business email address
 - Reference letter may be attached as a document to the email
 - Documents in non-editable format please
 - Email Subject line must include candidate name and fellowship program
 - Formal address for the letter:

[Specific Name of the Fellowship Director*], Program Director - [Specific Name of the Fellowship Program]
1959 NE Pacific, Box 357470
Seattle, WA 98195-7470

*find program director's name at <https://dlmp.uw.edu/education/fellowship>

- Submit by email to Program Coordinator at uwpthres@uw.edu

Request from Program Director ONLY

- **Summative Evaluation for Fellowship Candidate** (form attached)
 - *In addition* to a reference letter, your current (or most recent) program director must complete this form and submit to directly to uwpthres@uw.edu

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