Observership Program
Application and Registration Checklist

Required Application Components
The online application can be found here.

- Complete Online Application and Upload the Required Documents Listed Below
  - The required documents are detailed below (CV, statement of purpose, letter of support, and recent photograph).
  - The required documents must be submitted in PDF format.

- Curriculum Vitae (CV)
  - 1-2 pages in length, includes dates and locations of your education and employment.

- Statement of Purpose (SOP)
  - 1 page in length and includes your detailed learning objectives for the observership and how the observership will contribute to your professional development and career goals.

- Letter of Support from Home Institution (LOS)
  - This letter must be from the institution where you are currently studying, training, or practicing. This letter must be signed, dated, and submitted on official letterhead of the institution.

- Recent Photograph

After Submitting Your Application

- Confirm that you have successfully submitted your application by viewing the status in the Application Dashboard.

- Add Observership.Program@childrens.harvard.edu to your email address book or safe senders list to ensure you receive all Boston Children’s Hospital correspondence.

- Check your application status in the Application Dashboard for updates.
Observership Program
Application and Registration Checklist

**Registration Requirements for Accepted Applicants**
The following will be requested if your observership is approved. Instructions for submitting these documents will be provided upon acceptance.

- Online Data Request Form
- Signed Observer Expectations Form
- Human Resources and Occupational Health Services Clearance
  - You will be asked to provide a copy of your immunization records.
- Program Fee
- Proof of Health Insurance
- Photo-copy of Visa and Passport
- Background Investigation
- CORI Investigation (If Applicable)