



# Children's Hospital Boston

## The Fellowship Application Process

### How to submit your application

#### Application materials

- Fellowship application
- Resume
- Two page discussion
- 3-5 professional letters of reference
- Graduate school transcripts

#### Method of submission

- All materials must be submitted together
- Materials should be sent via email as attachments to: [swtraininginfo@childrens.harvard.edu](mailto:swtraininginfo@childrens.harvard.edu)
- All documents must be saved in the following format: applicants name.document being submitted. For example if your name is Jennifer Smith and you are saving your resume, it should be saved as "jenniferSmith.Resume"
- Transcripts should be scanned and attached to the email
- Letters of reference that are on paper should also be scanned and attached

*To summarize, your application must be submitted via email and all of your documents must be together in the one email with each document labeled appropriately including your name.*

### What you can expect once your application has been submitted

#### Once you send your emailed materials

You will receive an email confirmation that your documents were submitted successfully

#### Once the deadline passes

Allow approximately two to three weeks post deadline to hear anything from us. The social workers are busy reading all of the materials and making decisions. You will be notified either by email or phone so please be sure to put accurate information on your application.

If you are selected for an interview

Finalists are invited to come to Children's Hospital to interview with Fellowship faculty. If you are selected for an interview, you will be notified by the department for which you applied (ie Psychiatry, PACT, LEAH, etc). During the interview, you will have the opportunity to speak with social workers and other staff who are involved in that Fellowship.. You will also have the opportunity to see the site location where you would be placed.

If your application is not selected for an interview

If you are not selected for an interview, you will be notified by email. This may take up to two months. If you need information before you have heard from us (for instance, if you are offered another fellowship) please email us at [swtraininginfo@childrens.harvard.edu](mailto:swtraininginfo@childrens.harvard.edu). We will try to give you some indication of where you stand in the application process.

If you are selected as a fellow

You will receive a phone call with the invitation to become a Social Work Fellow at Children's Hospital Boston. Once you accept, you will receive an official letter. You will then not hear anything until closer to August when we begin to prepare for your arrival at the hospital. You will need to submit some medical information in order to begin your fellowship. Most fellowships begin on September 1<sup>st</sup>.