



Centers for Disease Control
and Prevention (CDC)
Atlanta GA 30333

**Subject: Department Chair’s Letter for Verification of Applicant Status for the
CDC Steven M. Teutsch Prevention Effectiveness Fellowship**

One of your students has applied for the CDC Steven M. Teutsch Prevention Effectiveness Fellowship at the Centers for Disease Control and Prevention (CDC). One of the requirements of the fellowship, which starts on **August 13, 2012**, is that applicants complete all requirements for their PhD by **July 16, 2012**, and provide final, official transcripts by that date.

We require all applicants to submit a letter from their Department Chair indicating that they will complete all requirements for their PhD by **July 16, 2012**. The dissertation should be defended no later than **June 22, 2012**, so that this July deadline will be met. Completion of all requirements for the terminal degree are required by this date to allow for timely receipt of final, official transcripts, extension and acceptance of official offer, and relocation. Earlier completion is preferred.

To expedite processing, you may scan and e-mail your signed letter to the fellowship coordinator at vku4@cdc.gov (use the template below as a guide), but your original signed letter of verification, on official organization letterhead, must be postmarked by **January 13, 2012**. We strongly advise mailing this as early as possible, to account for possible processing delays. Please mail the letter to the following address:

CDC Steven M. Teutsch Prevention Effectiveness Fellowship
Centers for Disease Control and Prevention
1600 Clifton Road, NE
Mailstop E-92
Atlanta, GA 30333 USA

If you have any questions, please contact the fellowship coordinator at 404-498-6324.

**Department Chair’s Letter for Verification of Applicant Status to the
CDC Steven M. Teutsch Prevention Effectiveness Fellowship Program
Template**

[Date]

Adam G. Skelton, PhD, MPH, Branch Chief
Prevention Effectiveness Fellowship Branch
Centers for Disease Control and Prevention
1600 Clifton Road, NE
Atlanta, GA 30333 USA

Dear Dr. Skelton:

This is to verify that [student’s name] is expected to complete all requirements (including dissertation defense) for their PhD by **July 16, 2012**.

Signed _____
[Signature Block of Department Chair]