



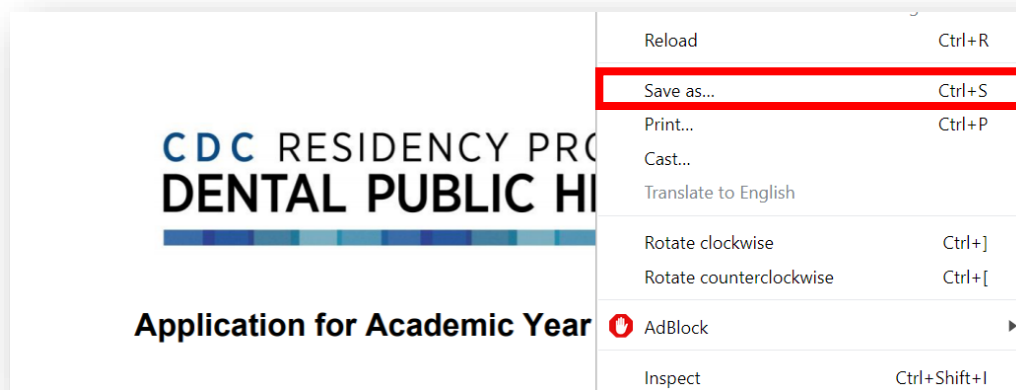
Dental Public Health Residency Program (DPHR)

Zip File Instructions

How to submit your application as a Zip File

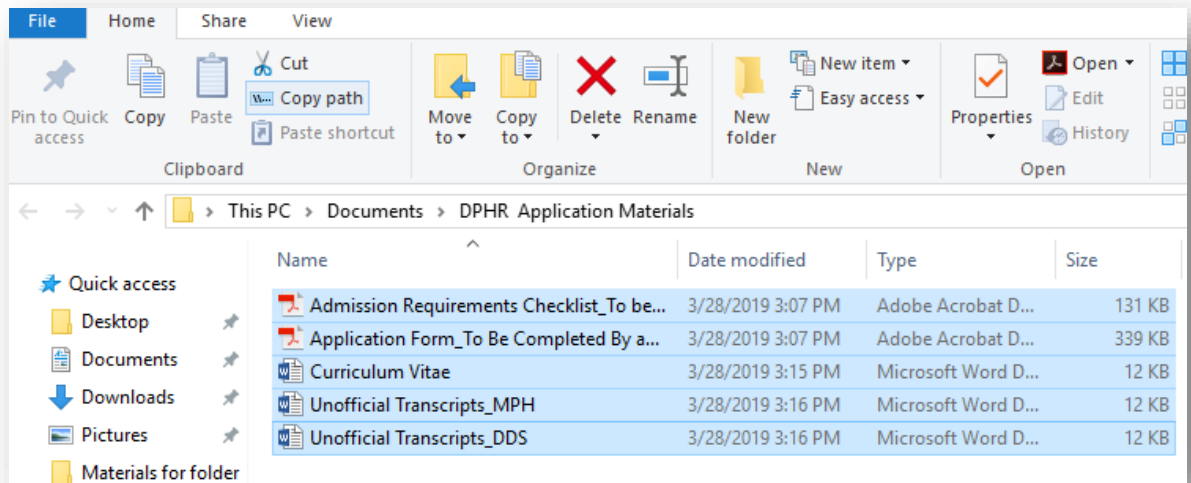
The purpose of the Zip File is to ensure that all application materials are organized as a single complete package for electronic submission. Please follow the instructions below to email your application materials to the CDC DPHR in a single file.

1. Make sure you have completed each required form:
 - a. Admission Requirements Checklist
 - b. Application Form
2. Create a folder on your computer called DPHR Application Materials. Save the Admission Requirements Checklist and the Application form in the DPHR Application Materials folder you created.

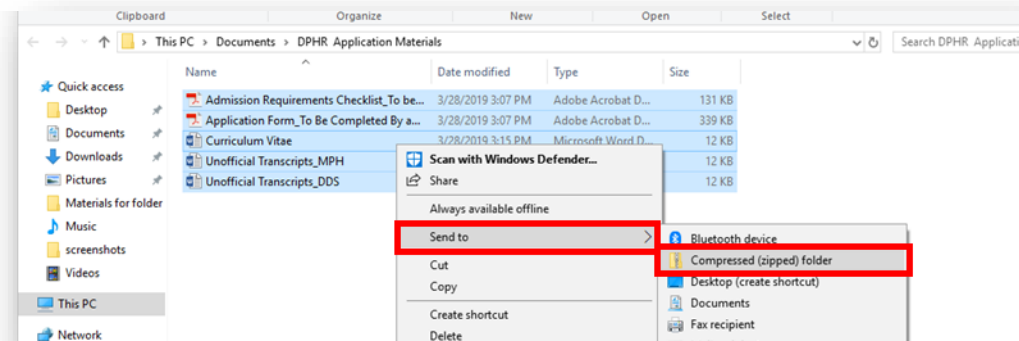


3. Save a copy of your curriculum vitae/resume in the DPHR Application Materials Folder you created.

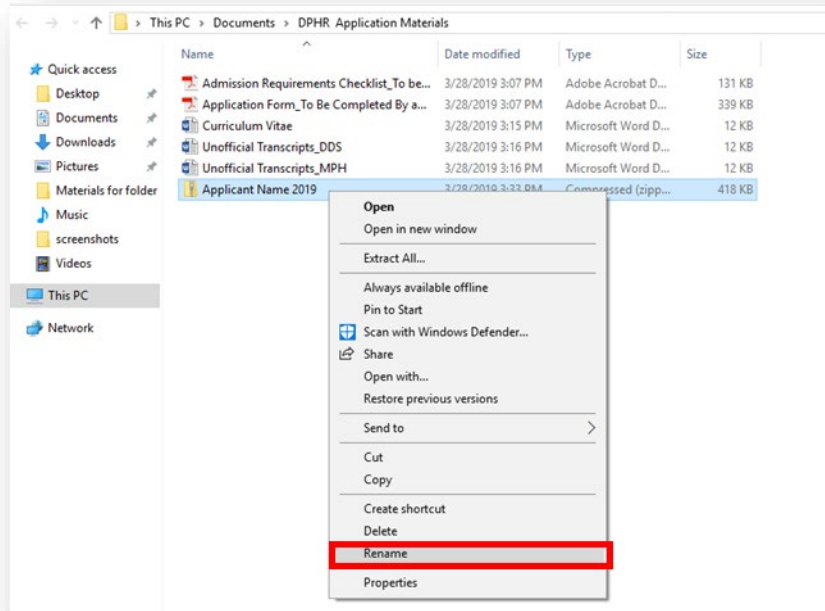
4. Save copies of your unofficial transcripts in the DPHR Application Materials Folder you created. See the screenshot below for an example of what the DPHR Application Materials Folder should look like:



5. If you are an international applicant, please also save a copy of your TOEFL scores and copies of your course-by-course evaluation in this application folder.
6. Once you've saved all the files in the DPHR Application Materials folder, you will need to "zip" the folder to send it to the DPHR Director. To zip the folder, select all the files in the folder and right click. Select "Send to → Compressed (Zipped) Folder".



7. The Zip File will appear in the folder you created it in. Rename the Zip File as “[First Name_Last Name] [Application Year]”. To rename a Zip File, right click on the file and select “rename.”



8. Open your email and send the zipped file as an attachment to DPHResidency@cdc.gov with the subject line: “[First Name_Last Name] [Application Year]”. You will receive a confirmation email when your materials have been received.

Please be sure to notify your references to send letters of recommendation directly to DPHResidency@cdc.gov.