

Public Health Informatics Fellowship Program

Application Checklist

Education and Transcripts

- All applications require PDF copies of **unofficial transcripts** for all degrees, whether completed or in progress.
 - **Unofficial Transcripts** are provided by the applicant and must include the degree of study, courses taken, grades, and graduation date.
- If accepted to PHIFP, CDC must receive an **official transcript** by **June 30th** of the fellowship year.
 - **Official transcripts** are sent from your educational institution directly to the CDC.
- If your qualifying degree was obtained at a non-U.S. institution, you must also provide a course-by-course academic credential evaluation for **all earned degrees (e.g., Doctoral, Medical, Master's degree, PharmD, etc.)** obtained at non-U.S. academic Institutions.
 - This requirement applies to all applicants regardless of your citizenship status.
 - Your academic credential evaluation must be completed by a member of the National Association of Credential Evaluation Services (NACES). For more information about the academic credentialing evaluation and for a list of member organizations [Please visit the NACES website.](#)
 - **All transcript evaluations should be uploaded to the PHIFP application portal.** If you have any questions about this process, please contact PHIFP at: PHIFP@cdc.gov

Work and Volunteer Experience

- Include documentation of all applicable public health informatics, research and evaluation, data science, and volunteer activities that you have completed during or after completing your educational requirements.
 - Applicants should, include: the position title, description of their roles, responsibilities, and accomplishments, location, and employment dates (Start/End Date including month and year).

Additional Training and Skills

- Provide documentation of any additional online or in-person training completed.
 - Online training may be completed on MOOCs platforms or online through universities.
 - In-person training may be completed at conferences or professional development seminars.



Research/Evaluation Requirements

- Documentation of any research or evaluation experience that candidates have completed during or after their academic training should be identified.
 - Items documenting research and evaluation projects may include: publications, presentations, working papers, graduate thesis, reports, grants, and honor awards.

Personal Statement

- Personal statements should be formatted as a brief essay (1000 words or less) and describe what influenced you to consider a career in public health and informatics as well as how the fellowship will help you to achieve your career goals.

Standardized Letters of Recommendations (SLOR)

- A minimum of three letters of recommendation from persons familiar with your academic and professional achievements, aspirations, personal qualities, and other professional attributes are required.
 - PHIFP strongly suggests that one letter of recommendation be from a current or former supervisor or professor.
 - At least two letters of recommendation must be from persons who are not currently employed at CDC
 - Please avoid requesting letters from co-workers or friends
 - Recommendations must be:
 - Specific to the PHIFP application
 - Written in English
 - Submitted via the PHIFP application portal
 - Submitted no later than December 1
 - Please inform recommenders that you will be requesting a standardized letter of recommendation (SLOR) from them and to expect an email with a link to the online form that they should use to complete the SLOR.

Self-Assessment of Skills

- PHIFP asks all candidates to complete a self-assessment of skills as a part of the application process. When applicable, please provide examples of your skills. This self-assessment allows helps the program identify the best-fit candidates for host-sites, and support the applicant's training needs.

For more information, please contact phifp@CDC.gov.