

Association of Directors of Forensic Psychiatry Fellowships  
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## **FORENSIC PSYCHIATRY FELLOWSHIP APPLICATION GUIDELINES**

*\* Approved: December 1, 2019*

**Overview:** Thank you for using our common application procedure to apply for a forensic psychiatry fellowship program. Forensic psychiatry fellowship programs in the U.S. and Canada do not have an official match process for a forensic psychiatry fellowship position. However, in October 2019, the Association of Directors of Forensic Psychiatry Fellowships (ADFPF), a council of the American Academy of Psychiatry and the Law, agreed to pilot a common application and decided upon clear timelines regarding interview and acceptance dates for fellowship applicants. These standards take effect starting January 1, 2020. This document provides an overview of the application procedures and minimum requirements for forensic fellowship applications across the U.S.

**The “Common Application” Process:** The ADFPF common application consists of a common application form, photo, curriculum vitae, personal statement, writing sample, medical school diploma, current medical license(s), USLME scores, and ECFMG scores (if applicable). In addition, the application requires three letters of reference, including one from a program director if the applicant is currently a trainee or graduated from training within the last five years, and an official medical school transcript and dean’s letter. A link to the common application can be found on the AAPL fellowship page:

<https://aapl.org/fellowship>

It is recommended that all application materials except for letters of reference and medical school transcript/dean’s letter be submitted by the applicant at once, electronically, to programs of interest. Letters of reference, as well as the medical school transcripts and dean’s letter, should be sent by letter writers and the school, respectively, directly to programs.

Of note, the ADFPF common application reflects the minimum required information that programs will use when making selection decisions. Individual programs may request more materials, such as university-specific forms or additional letters of reference. ***Applicants should visit program websites and/or contact programs directly to inquire about supplemental application requirements.*** Contact information for programs can be found on the AAPL fellowship page:

<https://aapl.org/fellowship>

**Application and Interview Timeline:** There are currently no ADFPF guidelines for when programs can begin accepting applications, though most programs begin accepting applications approximately 18 months before the fellowship start date (i.e., in January of the PGY-3 year for applicants pursuing fellowship in the PGY-5 year). Programs accept applications until their positions are filled. This date varies substantially between programs. Applicants should consult program websites and/or program coordinators for information about application start dates and position availability.

***For the 2021-2022 fellowship year, ADFPF members have agreed that interviews will not be held before April 1, 2020.*** Therefore, applicants are encouraged to submit their materials well in advance of this date to provide ample time for application review and interview scheduling. Since there are usually

more positions available than applicants, it is possible to apply after April 1 and interview after May 1 and find a fellowship position. However, many programs receive more applications than available positions, so applying before April 1 is encouraged. Contact the programs you are considering in order to determine availability of positions if applying after May 1.

**Interview Process:** The structure of the interview process varies widely by program. Typically, applicants will spend at least one half-day interviewing at the program and will have an opportunity to meet with program leadership, faculty, and trainees during that time. Additional information about interview logistics can be obtained from program coordinators and/or directors.

**Selection Process:** Offers for fellowship positions are typically made on a rolling basis beginning shortly after the program begins interviewing applicants (i.e., in April 2020 for the 2021-2022 fellowship year). In contrast to the match process, applicants may receive offers from more than one program. In order to give applicants time to interview at different programs and consider their options before making a choice, ADFPF has agreed that, ***for the 2021-2022 fellowship year, no applicant can be asked to accept or decline a fellowship offer before May 1, 2020.***

If an applicant knows he or she is interested in a particular program, he or she is entitled and encouraged to notify the program director of their interest. Applicants are free to accept an offer from programs at any time after May 1, 2020 for the 2021-2022 Fellowship year. (ADFPF agreed to exempt “internal” applicants from these timelines, allowing programs to offer positions to applicants within their own general residency or fellowship programs at any time.)

Applicants are encouraged to notify each fellowship program to which they have applied, within three days of accepting a position, that they have accepted an offer elsewhere.

#### **Summary Timeline for 2021-2022 Fellowship Year:**

- Application submission period: approximately January 2020 until program fill date (varies by program)
- April 1, 2020: First day that programs can conduct interviews
- May 1, 2020: First day that applicants can be asked to accept or decline offers for 2021-2022 fellowship position

**Questions or Concerns:** If applicants encounter any deviations from these guidelines or have any questions or concerns about the application process, they are encouraged to contact the current president of ADFPF at [Richard.martinez@cuanschultz.edu](mailto:Richard.martinez@cuanschultz.edu); [richardp.martinez@state.co.us](mailto:richardp.martinez@state.co.us).