

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

Approved: December 1, 2019

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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 took effect on January 1, 2020, and have been revised annually since then. 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, ECFMG scores (if applicable), and documentation of visa status (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. The common application can be downloaded from 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

In response to applicants' concerns about fellowship applications and interviews occurring too early in an applicant's training (i.e., the middle of the PGY-3 year for fellowships beginning in the PGY-5 year), the 2023-2024 application season will occur later than it has in recent years.

For the 2023-2024 fellowship year, ADFPF members have agreed to begin accepting applications on May 1, 2022, and to conduct interviews between August 1, 2022, and October 3, 2022. Applicants are encouraged to submit their materials well in advance of the August 1 deadline to provide ample time for application review and interview scheduling.

Since there are usually more fellowship positions available than applicants across the U.S., it is possible to apply after August 1, interview after October 3, and find a fellowship position. However, many programs receive more applications than available positions, so applying before August 1, 2022, is encouraged. Applicants should contact the programs they are considering in order to determine availability of positions if applying after October 3.

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. During the COVID-19 pandemic, most programs conducted remote video-conference interviews for the 2021-2022 and 2022-2023 fellowship years. Remote interviews are anticipated to continue for the 2023-2024 fellowship year, but applicants should check with the programs where they are applying about whether in-person or "hybrid" options are available.

Selection Process

Offers for fellowship positions are typically made on a rolling basis after the program begins interviewing applicants (i.e., in August 2022 for the 2023-24 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 2023-2024 fellowship year, no applicant can be asked to accept or decline a fellowship offer before October 3, 2022.*** This will allow all applicants a two-month window to complete interviews and weigh their preferences.

If applicants know they are exclusively interested in a particular program, they are entitled and encouraged to notify the program director of their interest during the two-month interview period between August 1 to October 3, 2022. However, it is ADFPF's position that all program directors will encourage applicants to take the two-month interview period between August 1 and October 3, 2022, to look at programs of interest and not pressure candidates to accept an offer before October 3, 2022. In addition, program directors in 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 2023-2024 Fellowship Year:

- Application submission period: Begins on May 1, 2022, and continues until the program fills (date varies by program).
- August 1, 2022: First day that programs can conduct interviews.
- October 3, 2022: First day that applicants can be asked to accept or decline offers for 2023-2024 fellowship positions, with exemption of “internal” candidates.

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 president of ADFPF, Dr. Reena Kapoor, at reena.kapoor@yale.edu.