

Request for Confirmation of Postdoctoral Training

Upon leaving the Harvard T.H. Chan School of Public Health or assuming a different type of appointment at the School, a postdoctoral research fellow who has completed a minimum of one year (consecutive twelve full months) of postdoctoral training may ask the Office of Faculty Affairs to issue a document confirming completion of the postdoctoral fellowship. To request this document, complete the following steps:

1. Complete the "Request for Confirmation of Postdoctoral Training" form.
2. Obtain the signature of their faculty mentor/PI or department chair, who by signing the form affirms that the postdoctoral research fellow has successfully completed their fellowship. Please note that the definition of "successful completion" should be determined jointly by the postdoctoral research fellow and their mentor/PI.
3. Submit the completed and signed form to the Office of Faculty Affairs electronically by emailing facultyaffairs@hsph.harvard.edu. If you have any questions, please contact us at 617-432-1047.

The Office of Faculty Affairs will confirm the postdoctoral research fellow's eligibility, prepare the document, and either send the document electronically or inform them when the certificate is ready to be picked up. Please allow a minimum of two weeks for processing.

The confirmation of postdoctoral training can only be shared electronically or picked up at the Office of Faculty Affairs, located at 90 Smith Street, First Floor.

Check here if you would like to be informed that the document is ready to be picked up.

Check here if you would like to be sent the document electronically.

This section should be completed by the postdoctoral research fellow:

Printed Name: _____

Signature: _____

Email: _____

Department: _____ **Mentor/PI:** _____

Start and end dates of postdoctoral fellowship: _____ **to** _____

NOTE: The Office of Faculty Affairs will check these dates against the official record.

This section should be completed by the Harvard Chan School mentor/PI or department chair:

By signing the following, I affirm that the above-named postdoctoral research fellow has successfully completed his/her postdoctoral fellowship.

Mentor/PI OR
Department Chair Printed Name: _____

Mentor/PI OR
Department Chair Signature: _____

Date: _____