THE STUDENT GUIDE

Finding your way into administrative fellowships

A short reference for healthcare administration students preparing for the 2026 recruitment season (typically for 2027 start dates).

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What you will find inside

01 Where to start + recruiting timeline

02 Programs worth researching

03 Putting together your application

04 Conversations, interviews + tracking

01 / GET ORIENTED

Start with the calendar

Fellowship recruitment is not one universal cycle. Use this sequence to plan, then check each program website for exact requirements.

JUNE	Make a list of programs, ask about recommendation letters, and look through previous fellowship projects.
JULY	Attend information sessions. Compare program length, location, rotations, eligibility, and essay prompts.
AUGUST	Tailor materials to each organization. Keep a running record of deadlines and submission status.
SEPTEMBER	Expect some interviews and final-round events. Practice examples instead of memorizing scripts.
OCTOBER +	Follow up, compare offers, and look for additional programs with separate or later timelines.

Three questions to answer before you apply

01 Will my graduation date qualify?

02 Can I live and work where the fellowship is based?

03 Will the projects and mentorship fit what I want to learn?

02 / BUILD A SHORTLIST

Programs to look into

Examples from the 2026 recruitment season. These are research starting points, not confirmed open positions as of today.

Kaiser Permanente
Integrated health system / payer-provider operations
California + Georgia

UCLA Health
Academic medical center / hospital leadership
Los Angeles, CA

Stanford Health Care
Strategy / patient experience / projects
Palo Alto, CA

CalOptima Health
Medicaid managed care / population health
Orange County, CA

Mayo Clinic
Health system administration / rotations
Multiple states

Johns Hopkins Medicine
Academic health system / administration
Baltimore, MD

Rush University Medical Center
Hospital administration / executive exposure
Chicago, IL

Hartford HealthCare
Systemwide operational leadership
Connecticut

Useful directories: ACHE Administrative Fellowship Directory; National Council on Administrative Fellowships (NCAF); NAFCAS. Review the official program pages before sharing deadlines or applying.

03 + 04 / APPLY AND CONNECT

Keep the process manageable

The strongest applications are specific: what you did, why that work matters, and what you hope to learn next.

APPLICATION MATERIALS

- [ ] Resume with concrete projects and results
- [ ] Personal statement tailored to the organization
- [ ] Transcripts, recommendation letters, and any program-specific essays
- [ ] One final check of file names, formats, and deadlines

ASK CURRENT FELLOWS

- Which project gave you the most responsibility?
- How much freedom did you have to shape your rotations?
- What would you do differently before applying?

TRACK THE DETAILS IN ONE PLACE

PROGRAM	DEADLINE	CONTACT / NEXT STEP	STATUS

A practical reminder: Keep the first conversation simple. Ask for 15-20 minutes, make it easy to decline, and come prepared with two or three questions. Your goal is to learn about the work, not to ask for a referral.