

MCG/GRU Transfer Checklist
Documents Required For House Officer's Contract Checklist FY18

Name: _____ **Program** _____
PGY Level _____ **Contract Dates:** _____

Yes N/A

Program Coordinator to Collect and Submit to GME

- ERAS Application, etc.
- MCG Application for GME - <http://www.gru.edu/mcg/residents/documents/gmeapp10282014.pdf>
- Acceptance Letter – Signed by Program Director and House Officer - <http://www.gru.edu/mcg/residents/coordinate.php>
- Copy of GA Medical License or Residency Training Permit App. (**GME Office will send RTP applications to Coordinators**)
- Final Summative Evaluation (any resident /fellow that has done a previous internship or residency) written or electronic verification of previous educational experiences and summative competency-based evaluation
- Pager # : _____
- USMLE: Step 1 _____ Step 2 CS _____ CK _____ Step 3 _____
- Complex: Level 1 _____ Level 2 CE _____ PE _____ Level 3 _____
- Resume CV – **History must be month/year**
- Certificate(s) of internship and or residency training
- Letter of Good Standing from Program Director on letterhead (Must say “Good Standing”)

GME Office to Collect

- Clear readable copy of personal DEA card (if applicable)

Non-U.S. Citizens also need:

- Perm Resident Card (if applicable) clear readable copy of front & back of card
- Employment Authorization Document (if applicable) clear readable copy of front & back of card
- J visa – I-94 _____ DS 2019 _____ ECFMG Acceptance Letter _____ Ministry of Health Letter _____

GME Office use only

- Transfer E-Par submitted _____ Paper work sent to HR _____
- Badge form sent for signature(s) _____ Institutional DEA _____
- Badge to Badging _____
- Change Service Now to new program _____