

MCG GME Transfer House Staff Checklist

Program:			House Staff Name:
PGY Level:			Contract Dates:
Yes	No	N/A	
<u>Items the Program Coordinator must collect and submit to GME</u>			
			ERAS Application
			<u>MCG Application for GME</u> <i>*ONLY for programs that do not use ERAS</i>
			<u>Acceptance Letter</u> – Signed by Program Director and House Staff
			CV – <i>History must list month/year</i>
			Copy of GA Medical License or Complete Residency Training Permit application
			Final Summative Evaluation written or electronic verification of previous educational experience(s) and summative competency-based evaluation (<i>required for all House Staff that have been in a previous Internship/Residency/Training program</i>)
			Pager # _____
			Certificate(s) of Internship and/or Residency Training
			Letter of Good Standing from Program Director on letterhead (required for House Staff currently in a training program. Letter must state whether the House Staff is “in good standing”. <i>*Not required if a certificate of completion from the training program is submitted.</i>
			Letter of Explanation for those who answer YES to questions 2 – 11 on page 1 of the Renewal RTP application.
			Clear readable copy of DEA registration certificate (<i>issued by the DEA, if applicable</i>)
<u>In addition to the above, the following need to be submitted to GME for Non-U.S. Citizens (if applicable)</u>			
			Permanent Resident Card (if applicable) clear readable copy of front & back of card
			Employment Authorization Document (if applicable) clear readable copy of front & back of document
			J visa – I-94 _____ DS 2019 _____ ECFMG Acceptance Letter _____
<u>GME Office Use Only</u>			
			Transfer E-Par submitted
			Paperwork sent to HR
			Badge Form sent for signature(s)
			Institutional DEA Requested
			Excel File to JagCard Office

Please submit this document as page 1 of the packet submitted to GME for each of your transfer House Staff. The receiving Program Coordinators should keep a copy to keep track of what has been submitted to the GME Office.