

MCG Transfer Checklist

Documents Required for House Officer Contract Checklist

Program:		House Officer Name:
PGY Level:		Contract Dates:
Yes	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 Officer
		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 Officers 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 Officers currently in a training program <i>or</i> who answer yes to questions 20-22 on page 2 of the RTP application.) Letter must state whether the House Officer is “in good standing”. <i>*Not required if a certificate of completion has been provided for the training program</i>
<u>GME Office to Collect</u>		
		Clear readable copy of personal DEA card (if applicable)
<u>Non-U.S. Citizens also need:</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 card
		J visa – I-94 _____ DS 2019 _____ ECFMG Acceptance Letter _____ Ministry of Health Letter _____
<u>GME Office Use Only</u>		
		Transfer E-Par submitted
		Paperwork sent to HR
		Badge Form sent for signature(s)
		Institutional DEA
		Badge to Badging
		Change Service Now to New Program