## MCG Transfer Checklist Documents Required for House Officer Contract Checklist

Program:		House Officer Name:
PGY Level:		Contract Dates:
Yes	N/A	
Items the Program Coordinator must collect and submit to GME		
		ERAS Application
		MCG Application for GME *ONLY for programs that do not use ERAS
		Acceptance Letter – Signed by Program Director and House Officer
		CV – History must list month/year
		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 (required for all House Officers that have been in a previous Internship/Residency/Training program)
		Pager #
		Certificate(s) of Internship and/or Residency training
		<b>Letter of Good Standing</b> 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". *Not required if a certificate of completion has been provided for the training program
GME Office to Collect		
		Clear readable copy of personal DEA card (if applicable)
Non-U.S. Citizer	s also need:	
		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
CME Office Has (	)mler	J visa – I-94DS 2019ECFMG Acceptance Letter Ministry of Health Letter
GME Office Use C	)niy 	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