

MCG Transfer Checklist

Documents Required for House Officer Contract Checklist

Program:			House Officer 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 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