

**MCG Transfer Checklist**  
**Documents Required For House Officer's Contract Checklist FY20**

**Name:** \_\_\_\_\_ **Program** \_\_\_\_\_  
**PGY Level** \_\_\_\_\_ **Contract Dates:** \_\_\_\_\_

Yes      N/A

**Program Coordinator to Collect and Submit to GME**

- ERAS Application, etc.
- MCG Application for GME -
- Acceptance Letter – Signed by Program Director and House Officer -
- 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 # : \_\_\_\_\_
- 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 \_\_\_\_\_

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**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 \_\_\_\_\_