

Documents Required for House Officer Contract Checklist

Program:		House Officer Name:
PGY Level:		Contract start date:
<i>Yes</i>	<i>N/A</i>	<u>Items the Program Coordinator must collect and submit to GME</u>
		ERAS Application
		MCG Application for GME <i>*ONLY for programs that do not use ERAS</i>
		Acceptance Letter – Signed by Program Director and House Officer
		CV – <i>History must list month/year</i>
		Social Security Card – <i>clear and legible copy</i>
		Copy of GA Medical License <i>or</i> Complete Residency Training Permit application
		Notarized copy of Medical School Diploma (<i>must be translated in English & 8 1/2 x 11 in size</i>)
		Notarized copy of ECFMG Certificate (<i>required for all International Medical Graduates</i>)
		Official copy of Medical School Final transcripts (<i>final transcripts from ERAS application are acceptable</i>)
		3 Letters of recommendation (<i>must be on letterhead and signed</i>)
		USMLE: Step 1 _____ Step 2 CS _____ CK _____ Step 3 _____
		COMLEX: Level 1 _____ Level 2 CE _____ Level 3 _____ PE _____
		BLS, ACLS, ATLS, PALS (<i>clear copy of front and back</i>)
		Certificate(s) of Internship and/or Residency training (<i>if applicable</i>)
		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>)
		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>
		Letter of explanation for any break(s) in education/training. <i>The House Officer must submit a letter explaining what they were doing during the break(s)</i>
		Proof of U.S. Citizenship – Please provide one of the following - Notarized Copy of Birth Certificate, clear copy of Passport, Certificate of Naturalization, or U.S. Certificate of Birth Abroad issued by the Department of State.
		Proof of Identity – Driver’s license, State Issued ID or Military ID
		Permanent Resident Card (if applicable) clear copy of front & back of card
		Employment Authorization Document (if applicable) clear copy of front & back of card