

MCG Incoming 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> *ONLY for programs that do not use ERAS
			<u>Acceptance Letter</u> – 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 or Complete Residency Training Permit application
			Notarized copy of Medical School Diploma (<i>must be translated in English & 8 ½ 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 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