



REQUIRED DOCUMENTS FOR VISA TRAINEES
◆ JULY 2011-PROGRAM'S CHECKLIST ◆

Seulement disponible en anglais.

Below is a list of documents to be submitted to the PGME Office when your program has made an offer to a foreign medical trainee. Please note that all documents must be submitted electronically through the **PGME Forms Management System** <http://www.med.uottawa.ca/app/postgrad/>, in the order listed. If you have any technical difficulties, please contact the MedTech Office at 613-562-5648 or Medtech@uottawa.ca.

- Postgraduate New Hire Form (PNHF/4026a form)** fully completed.
 - Enter full name as it appears on the Medical Degree.
 - Include the candidate's telephone number, e-mail address, complete mailing address (street number and name, city, country, etc.) to be able to contact the trainee.
 - Include the PEAP dates in the remarks section, if applicable.
- Letter from the Funding Source** confirming sponsorship, if applicable.
- Letter of Offer** signed by the Program Director and the candidate.
- Curriculum Vitae.**
 - No need to include the candidates' cover letter, publications or presentations.
- Medical Degree** (if not in English must also include official translated document).
- Medical School Transcripts** (if not in English must also include official translated document).
 - For Residents only; NOT required for Clinical Fellows.
- Medical Council of Canada Evaluating Exam (MCCEE)** or Qualifying Exam results.
 - If trainee is already a specialist, he/she is exempted from the MCCEE.
- Specialty Degree**
 - For subspecialty residents or clinical fellows only. If trainee has not yet written the Royal College of Physicians and Surgeons of Canada (RCPSC) exams, please include the letter from the RCPSC confirming his/her eligibility to write the exams.
- Educational Objectives**
 - For Clinical Fellows only (see enclosed guidelines).
- If already in Canada, copy of ONE of the following documents:
 - **Work, Student or Visitor Permit.**

Do not include:

- Any reference letters.
- Letters or emails to candidate or from candidate on notice of interview, etc.
- ACLS or any other course certification