

New House Staff Checklist (Out-of-Match Recruitment)

UCSF Fresno Graduate Medical Education

*Use this form as a checklist and cover sheet for your out-of-match recruitment. **ALL** required documents should be attached to this form and must be submitted to the GME office for review prior to an out-of-match offer being made. The GME office will notify your program when an offer can be made to the applicant.*

Trainee Name: _____	Academic Year: _____
Program Name: _____	PGY Level: _____
Contract Dates: _____	DOB: _____
SSN: _____	Completed by: _____

REQUIRED Application Documentations	Attached
ERAS Application or Universal Application w/ Addendum	<input type="checkbox"/> Yes
Medical Student Performance Evaluation (Dean's Letter)	<input type="checkbox"/> Yes
Letters of Recommendation 1 2 3 4	<input type="checkbox"/> Yes
Medical School Diploma (w/ English translation if applicable)	<input type="checkbox"/> Yes
USMLE/COMLEX Transcripts	<input type="checkbox"/> Yes
Residency/Fellowship Certificate of Completion (if applicable)	<input type="checkbox"/> Yes
Residency Final Milestone Report (for fellows/transfer residents)	<input type="checkbox"/> Yes
ECFMG Certificate (for IMG graduates; a status report is not acceptable)	<input type="checkbox"/> Yes
California Medical License (attach copy of license)	<input type="checkbox"/> Yes
DEA Certificate (attach copy of certificate)	<input type="checkbox"/> Yes
Offer Letter	<input type="checkbox"/> Yes
Release of Information	<input type="checkbox"/> Yes
Verification of Previous Training (all previous training must be verified using primary source verification)	<input type="checkbox"/> Yes
UCSF Fresno Non-Recording Agreement	<input type="checkbox"/> Yes
Employment Eligibility Requirement Acknowledgement	<input type="checkbox"/> Yes
Selective Service Registration Requirement (required for programs that rotate at the VA)	<input type="checkbox"/> Yes
U.S. Citizen	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, indicate visa type/status (EAD, J-1, perm res., etc.)	

Notes:

- Medical School Diploma – If not yet issued, submit to the GME office as soon as possible.
- Residency/Fellowship Completion Certificate – If not yet issued, submit to the GME office as soon as possible.
- Residency Final Milestone Report – For most recently completed residency program. Should be in the form of ACGME Milestones (if not available, contact program for a summative report). A report may not be available if the resident completed residency in a program not accredited by the ACGME or if the resident completed residency prior to the Milestones implementation. If not yet issued, submit to GME office as soon as possible.

Transfer residents: Residents are considered transfer residents under several conditions including: moving from one program to another within the same or different sponsoring institution; when entering a PGY2 program requiring a preliminary year even if the resident was simultaneously accepted into the preliminary PGY1 program and the PGY2 program as part of the match (e.g., accepted to both programs right out of medical school). Before accepting a transfer resident, the program director of the 'receiving program' must obtain written or electronic verification of previous educational experiences and a summative competency-based performance evaluation from the current program director. The term 'transfer resident' and the responsibilities of the two program directors noted above do not apply to a resident who has successfully completed a residency program and then is accepted into a subsequent residency or fellowship program.