

Documents due by April 6, 2009

Please note, documents must not be dated prior to February 1, 2009

- ❑ Application for temporary licensure for the State of Illinois (if applicable)
- ❑ Proof of eligibility for permanent licensure, or copy of permanent license, for incoming fellows
- ❑ LUMC Graduate Medical Education Application
- ❑ LUMC Consent and Release Form
- ❑ Acknowledgement of receipt of Housestaff Handbook by email
- ❑ Conflict of Interest Statement
- ❑ Answer Sheet for Safety/HIPAA examination
- ❑ Passport photo

Documents due no later than June 15, 2009 in the GME Office

Please send documents to your home program. Program coordinators are then responsible for providing them to the GME Office by the due date.

- ❑ Documentation of completion of the appropriate pre-employment physical history and medical evaluation (information related to pre-employment physicals will be sent to you via separate communication)
- ❑ Official medical school transcripts with degree date posted. Recent medical school graduates will need to provide a copy of their written request for release of transcripts if transcripts are not available by orientation. All documents in a foreign language must be accompanied by an original translation.
- ❑ A copy of the certificate of completion from previous U.S. graduate medical education training programs
- ❑ Copy of medical school diploma
- ❑ Appropriate work authorization/visa for those who are in the United States on a temporary work authorization
- ❑ Unexpired ECFMG certificate (foreign medical grads only)
- ❑ Transfer Resident Evaluation Summary (residents transferring from another residency training program)

I-9 Employment authorization form and original supporting documents are to be presented on the first day of your orientation. You will not be paid, nor will you be allowed to start training until your completed I-9 form has been submitted. There will be absolutely no exceptions to this policy.

Please submit all documents to:

Loyola University Medical Center
c/o (your medical education training program)
2160 S. First Avenue
Maywood, IL 60153