



LOYOLA
UNIVERSITY
HEALTH SYSTEM

Loyola University Chicago

Checklist for submission of documents for internal transferees

Documents to be provided in total to GME Office.
Incomplete packages will be returned for completion.

Trainee Name: _____

Department: _____

- Copy of current medical license
- LUMC Graduate Medical Education Application – must be signed and dated no more than 3 months prior to submission
- LUMC Consent and Release Form – must be signed and dated no more than 3 months prior to submission with passport sized photo attached
- Acknowledgement of receipt of Housestaff Handbook form
- Conflict of Interest Statement - must be signed and dated no more than 3 months prior to submission
- Answer Sheet or transcript as proof of Safety/HIPAA examination
- Transfer Resident Evaluation Summary
- Copy of work authorization (J-1 with DS-2019, Perm Res, EAD) if applicable
- EPLS (www.epls.gov) and OIG (<http://exclusions.oig.hhs.gov/>) forms

Date: _____

Program Coordinator

Date: _____

GME Office