

# CHECKLIST

APPLICANT: \_\_\_\_\_  
LAST
FIRST
M.I.

**CREDENTIALS CHECKLIST FOR HOUSESTAFF APPOINTMENT**

*(This form is to be attached to the front of each applicant's folder. It shall accompany the credentials and contract being submitted for signature).*

<u>U.S. Graduates</u>	<u>Received</u>	<u>Foreign Medical Graduates</u>	<u>**Received</u>
Application	_____	Application	_____
Deans Letter	_____	Dean's Letter*	_____
Medical School Transcript	_____	Medical School Transcript Translation*	_____
		See policy I.1 Section IV.A.1.a. for additional requirements	
Letters of Recommend. (2)	_____	Letters of Recommend (2)	_____
USMLE Scores (Step 1 and 2 or equivalent)	_____	USMLE Scores (Step 1 and 2 or equivalent)	_____
Diploma	_____	Diploma	_____
PGY-II & Above, Letter From Yr. 1 Program Director or Chief	_____	PGY-II & Above, Letter From Yr. 1 Program Director Or Chief	_____
PGY-III & Above USMLE Step 3 Scores	_____	ECFMG Certificate or ECFMG Letter	_____
Interview	_____	Interview	_____

\* Not required for subspecialty residents (fellows).

\*\* If documents are not in English, they need to be accompanied by English translation.

Credentials Complete:

\_\_\_\_\_  
 Chief/Program Director      Date

\_\_\_\_\_  
 Administrative Director of  
 Medical Education      Date

Before hire:

1. All recent graduates need to provide a certified copy of their diploma.
2. All non-US citizens must provide proof of legal visa status.