AIMG — Alberta International
Medical Graduate Program

UNIVERSITY OF ALBERTA
FACULTY OF MEDICINE & DENTISTRY
Department of Medicine

UNIVERSITY OF CALGARY
CUMMING SCHOOL OF MEDICINE

Alberta International Medical Graduate Program – 2022 Cycle Application Checklist

Please print this checklist and use it to ensure you have collected all required documents (originals and/or electronic copies), and that all documents requiring notarization have been notarized. Refer to and carefully review the **Eligibility and Supporting Document Requirements** webpage and the 2022 Application Cycle Information Update for more information. Supporting Documents will not be physically accepted (by mail or in person) under any circumstance.

The application fee must be submitted, and all required supporting documents must be uploaded to the AIMG Program Supporting Documents Upload webpage (link provided in application confirmation email), or shared through physiciansapply.ca (as required), by the supporting documents deadline(s). Fee payment must be sent to the address listed below, and in the appropriate format (i.e. no personal cheques) for your application to be considered.

Application packages containing documents not properly completed, not uploaded, missing attachments, and/or not shared on physiciansapply.ca, will be deemed INCOMPLETE. Applicants are not provided opportunities to correct.

Notarization/Commission: Applicants to all cycles are permitted to have essential supporting documents completed by either a Notary Public or Commissioner for Oaths. This includes the required Alberta Identity Verification Form, and for those applicants using Option C as proof of residence in Alberta, the current cycle Residency in Alberta Statutory Declaration. It is the responsibility of the applicant to ensure the notarization/commissioning process has been followed for these documents. The Alberta Residency Statutory Declaration must be notarized/commissioned May 3 through June 4, 2021.

Document Instructions: Complete the column on the left side of the document by checking □ the items that best fit your situation. After you have completed the supporting documents, check off the box □ in the right column to indicate that a document has been shared through physiciansapply.ca or uploaded to the AIMG Program Supporting Documents Upload page. Documents must be shared and uploaded by the online application closing date and remain shared until CaRMS Match Day.

Legend for Items Required

* must be valid as of June 4, 2021
** must be *legible,* valid and not expired as of June 4, 2021 and the 'PR Since' date or 'Became PR on' date must be no later than December 1, 2020

+Courier application fee to:

AIMG Program
University of Calgary, Foothills Campus
HMRB G06, Health Sciences Centre
3330 Hospital Drive NW
Calgary, Alberta T2N 4N1

Important Notes:

1. Supporting documents included in your AIMG Program application become the property of the AIMG Program. Please keep a copy of all provided supporting documents, your online application, and your "confirmation of submission" email for your online application, and your "confirmation of supporting documents submission" email as reference.

2. It is the applicant's obligation to meet all posted deadlines, and to provide strong evidence to substantiate whichever option they use for proof of Residence in Alberta, i.e. prove all months for Option C. **Applicants will not be sent reminders or opportunities to correct application deficiencies of which they are responsible.**

3. Supporting documents main submission deadline (to be uploaded and/or shared by): **Friday, June 4, 2021 @ 3:30 pm (MDT).**

4. You may be required to provide additional documents or information in support of your application.

CHECK (If applicable)	ELIGIBILITY CRITERIA	SUPPORTING DOCUMENT(S) REQUIRED	SHARED	UPLOADED
☐	**1. Application Fee**	Canadian bank draft or money order only: CAN$350 payable to the University of Calgary (non-refundable). • Applicant name and AIMG ID# printed on front of payment prior to sending. • To be received by the AIMG Program office no later than June 4, 2021. • Use a courier with electronic tracking notifications such as DHL, FedEX, etc.[+]	[+] Mailing/courier information available above.	
☐ **AND** ☐ *(If applicable)*	**2. Identity Verification**	**Upload** the **Applicant Identity Verification Form**, downloaded from AIMG Forms for the current cycle – all fields filled in, photo attached and verified by an Alberta notary public or commissioner for oaths between December 1, 2020 – June 4, 2021.		☐
		Proof of legal name change - *shared* through physiciansapply.ca *verified by* a copy of *one* of the following documents A. marriage certificate, and a certified English translation; B. "Change of Name" order issued by a Court of Competent Jurisdiction, and a certified English translation. Note: Beyond a legal name change, it is to the applicant's responsibility to include a letter explaining any name variances **uploaded** within their supporting documentation. See sample document in the Forms section of aimg.ca.	☐	☐
☐ *(If applicable)*	**3. Administrative Exception**	The process of acquiring an administrative exception is completed within the **Administrative Exceptions** section of aimg.ca.		☐
☐	**4. Residence in Alberta**	Proof of Residence in Alberta, using **one** of the following options **(A, B or C)**:		
	Option A **OR**	**Upload** an official transcript (front AND back) issued by Alberta Education (in format implemented since 2015, ordered from mypass@alberta.ca) confirming full-time attendance at an accredited Alberta senior high school for a minimum of two years; at least two semesters per academic year. List of documents not accepted (**See Option A** – Supporting Documents).		☐
	Option B **OR**	i. **Upload** official transcript (front AND back) issued by an accredited Alberta post-secondary institution confirming full time attendance in a program for a minimum of two years; at least eight months per academic year; **AND** ii. **Upload** official letter from an applicant's academic supervisor, from an accredited postsecondary institution confirming physical presence (in-person attendance) in Alberta for the duration of study.		☐ ☐
☐ **Option C**		24 weeks of Residence in Alberta. **All 4 proofs below must be submitted:**		
☐		I. **Upload** a **notarized/commissioned** and properly executed **Residence in Alberta Statutory Declaration Form**, downloaded from, and dated for the current cycle.		☐
AND ☐ **OR** ☐ **OR** ☐		II. **Upload** ONE of the following, confirming continuously living in and physically present in Alberta from December 1, 2020 to May 18, 2021. • **original or electronic** letter(s) of employment containing all required information to confirm continuous employment in Alberta • **original or electronic** letter(s) from an accredited educational institution containing all required information to confirm continuously living in Alberta • **original or electronic** Guarantor Letter(s) prepared by an eligible guarantor person(s) confirming continuously living in Alberta		☐
AND ☐ **AND** ☐		III. **Upload** a copy of an active Alberta Personal Health Card. IV. **Upload** copy of applicant's valid and current Alberta Operator's Licence. **OR** **Upload** copy of applicant's valid and current Alberta photo identification card (non-operator's)		☐ ☐

CHECK (If applicable)	ELIGIBILITY CRITERIA	SUPPORTING DOCUMENT(S) REQUIRED	SHARED	UPLOADED
☐	**5. Status in Canada** ☐ *OR*	**Upload** proof of status in Canada through the submission of a copy of *one* of the following *valid* documents: • Canadian Passport (front AND back) * • Canadian Citizenship Certificate (front AND back)* • Canadian Citizenship Card (front AND back)* • Permanent Resident Card (front AND back)**		☐
	☐ Explanation Letter for expired PR Card/passport ☐	**Upload**, if you are awaiting receipt of your Permanent Resident (PR) Card, you may submit a copy of *your* Confirmation of Permanent Residence (COPR)** If your PR Card or passport has expired, it is not a valid document and proof of renewal will be required. Copies of renewed PR Cards / passports will be accepted until September 30, 2021, and an <u>explanation letter</u> must be included with your documents. *NOTE: If your PR Card or passport is about to expire it is your responsibility to renew, ensuring validity throughout the 2022 cycle timeline. Citizenship Letter of Congratulations will* **not** *be accepted. See* [Status in Canada](#)		☐
☐	**6. English Language Proficiency** **Option A** ☐ *OR* ☐	**Upload** proof of English language proficiency, using *one* of the following two options, **(A or B):** **IELTS Academic Version** A **copy** of your IELTS Academic Version Test Report Form (TRF) showing the minimum of 7.0 in each of the components on a single test, dated no earlier than May 1, 2020, **OR** a copy of confirmation showing your IELTS Academic is scheduled, **(either of the above** uploaded by the supporting documents main submission deadline of June 4, 2021.) **IELTS Academic exam scheduled date:** _____ Please add date for pending IELTS If a copy of your IELTS TRF is not included in the main supporting documents submission package, it must be submitted <u>no later than July 30, 2021</u> as stated on the AIMG Program Important Dates and Deadlines.		☐
	OR Option B ☐ *OR* ☐ *OR* *OR*	**English Language Proficiency testing waived based on CPSA accepted criteria, using one of the following** *four* **options:**		
		1. A copy of your **medical degree**, from a country where English is a first and native language (as listed by CPSA) **shared** on your physciansapply.ca account.		
		2. **Upload** a PDF copy of your CPSA approved **Letter of Exemption**[++] from the AIMG Program. [++]To qualify, you must first complete the ELP Exemption Survey located on the AIMG Program website. **Exemptions submitted/permitted in previous cycles are not carried forward/not accepted for current cycle applications.**		☐
		3. **Upload** a copy of *both* sides of your **medical school transcript**, along with a **Dean's letter**. **(from countries listed on CPSA website as exempt only)**		☐
		4. **Upload** a copy of your most recent CPSA Practice Permit with an effective date on or before May 30, 2021. **Please note that the AIMG Program will verify status with CPSA.**		☐

CHECK (If applicable)	ELIGIBILITY CRITERIA	SUPPORTING DOCUMENT(S) REQUIRED	SHARED	UPLOADED
☐ *Applicants who have delayed scheduled MCCQE1 Part 1 as noted on their online application are strongly encouraged to notify the AIMG Program.*	**7. MCCQE Part 1** ☐	Proof of MCCQE Part 1 participation, using *one* of the following two options: 1. **MCCQE Part 1 Statement of Results** showing a pass standing *shared* with the AIMG Program on your physiciansapply.ca account by June 4, 2021.	☐	
	OR *AND* ☐ *OR* *AND* ☐	2. Both a document *upload* AND *sharing* on your physiciansapply.ca account are required for *either* of the following options: a) **Upload** Registration receipt for the MCCQE Part 1 session (April 27 to June 16, 2021). Will share access with AIMG Program to the **MCCQE Part 1 Statement of Results** on your physiciansapply.ca account, showing a pass standing, within 1 week of receiving results and no later than August 20, 2021. b) **Upload** Registration receipt for the MCCQE Part 1 session (July 13 to July 28, 2021). Will share access with the AIMG Program to the **MCCQE Part 1 Statement of Results** on your physiciansapply.ca account, showing a pass standing, no later than October 1, 2021.	☐ ☐	☐
☐	**8. NAC Exam** ☐	Proof of NAC Exam participation, using *one* of the following three options: 1. **Shared** access to NAC Exam Statement of Results showing a pass standing through physiciansapply.ca by June 4, 2021.	☐	
	OR ☐ *AND*	2. **Upload** proof of registration for the NAC Exam. A copy of your PDF payment transaction record from "Account History" on your physiciansapply.ca account showing payment for the Fall 2021 session by June 4, 2021. Will Share access to NAC Exam Statement of Results showing a pass standing through physiciansapply.ca by November 25, 2021.	☐	
	OR *AND* ☐	3. **RE-TAKING NAC** (must complete both 1 and 2): **Upload** Proof of registration for the NAC exam. A copy of your PDF payment transaction record from "Account History" on your physiciansapply.ca account showing payment for the Fall 2021 session. Will Share access to current NAC Exam Statement of Results showing a pass standing through physiciansapply.ca by November 25, 2021.	☐	☐
☐	**9. Medical Degree** ☐	**Shared** access to medical degree* on your physiciansapply.ca account; status must be at least "Reviewed and Accepted" at time of application. Degree must have status of "Verification Returned: Passed" by June 4, 2021. *If degree was issued in a language other than English or French, the certified translation must also be *shared* through physiciansapply.ca.	☐ ☐ *(If applicable)*	
	OR ☐	Degree to be conferred by December 31, 2021; **will share** access with the AIMG Program to your medical degree on your physiciansapply.ca account with a status of "Reviewed and Accepted" by January 15, 2022. After receiving their medical degree, applicants must begin the verification process as soon as possible.	☐	
☐	**10. Checklist**	**Upload** copy of this 2022 Cycle Application Checklist – with your name and date completed below.		☐

All supporting documents are subject to source verification. Applicants are responsible for ensuring all supporting documents have met the minimum eligibility criteria. The AIMG Program is not an advisory service and does not screen documents prior to file review. The file review process is an extensive and comprehensive process in which each application is reviewed in detail. Abusive or unprofessional behavior will not be tolerated.

This document upload has been completed in support of my AIMG Program 2022 Cycle application:

_____   _____

Applicant's Name (printed or typed)   Date