



Alberta International Medical Graduate Program



Alberta International Medical Graduate Program – 2020 Cycle Application Checklist

Please print this checklist and use it to ensure you have collected all required documents (originals and/or copies) and that all documents requiring notarization have been notarized. Refer to the **Eligibility and Supporting Document Requirements** webpage for more information.

The application fee and all required supporting documents must be submitted as a **single package** to the AIMG Program office before the AIMG Program deadline for supporting documents. This payment must be included, and in the appropriate form (no personal cheques) in order for your application to be considered.

Application packages containing documents not properly completed and/or missing required information and/or attachments will be deemed INCOMPLETE. Applicants will not be given the opportunity to make corrections.

Notarized column: the indicates that a document must be notarized and provides you an opportunity to check off, once completed.

Please refer to the **Document Notarization** section of the **Application Process** web page for further information regarding notarization. It is the responsibility of each applicant to ensure that the notarization process has been followed (signature, signature placement, dates, etc).

Shared column: the indicates that a document must have shared access through **physiciansapply.ca** with the AIMG Program and provides you an opportunity to check off, once shared.

Documents **must be** shared by the online application closing date and remain shared until CaRMS Match Day.

+ if applicable

++ must be notarized May 1 – June 6, 2019

* must be valid as of May 30, 2019

** must be *legible*, valid and not expired as of May 30, 2019, and the 'PR Since' date or 'Became PR on' date must be no later than December 1, 2018

Legend for
Items
Required

Submit supporting documents package to:

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

Note: Supporting documents included in your AIMG Program application package become the property of the AIMG Program and will NOT be returned to you. The AIMG Program strongly recommends applicants make and **keep a copy of their supporting documents package** for their own reference.

Supporting deadlines package submission deadline (to be received): Thursday, June 6, 2019 at 3:30pm (MDT)

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CHECK		ITEM REQUIRED	NOTARIZED	SHARED
<input type="checkbox"/>	1. Application Fee	Canadian bank draft or money order only: C\$350 payable to the <u>University of Calgary</u> . (non-refundable)		
<input type="checkbox"/>	2. Identity Verification	Applicant Identity Verification Form – all fields filled in, photo attached and verified by an Alberta notary public between December 1, 2018 – June 6, 2019.	<input type="checkbox"/>	
AND <input type="checkbox"/> <i>(if applicable)</i>		Proof of legal name change - shared through physiciansapply.ca OR a notarized 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 advantage to include a letter explaining any name variances within their supporting documentation. Sample document in the Forms section of aimg.ca.	<input type="checkbox"/>	OR <input type="checkbox"/>
<input type="checkbox"/> <i>(if applicable)</i>	3. Administrative Exception	Copy of the email from the AIMG Program describing and granting an administrative exception.		
<input type="checkbox"/>	4. Alberta Residency	Option A Proof of Alberta residency, using one of the following options (A, B or C): Official transcript issued by Alberta Education (in format implemented in 2015) confirming attendance at an accredited Alberta senior high school for a minimum of two years; at least two semesters per academic year	<input type="checkbox"/> If not original	
OR		Option B Official transcript issued by an accredited Alberta post-secondary institution confirming full time attendance in an undergraduate program for a minimum of two years; at least two semesters per academic year	<input type="checkbox"/> If not original	
<input type="checkbox"/>		Option C 24 weeks of Alberta Residency. All 4 proofs below must be submitted:		
<input type="checkbox"/>		I. <input type="checkbox"/> notarized and properly executed Alberta Residency Statutory Declaration Form	<input type="checkbox"/> ++	
AND		II. ONE of the following confirming continuously living in Alberta from December 1, 2018 to May 18, 2019:		
<input type="checkbox"/>		• original letter(s) of employment containing <u>all</u> required information to confirm continuous employment in Alberta.		
OR		• original letter(s) from an accredited educational institution containing <u>all</u> required information to confirm continuously living in Alberta		
<input type="checkbox"/>		• original Guarantor Letter(s) prepared by a person of authority within a formal Alberta community activity-based organization confirming continuously living in Alberta		
AND	III. <input type="checkbox"/> notarized copy of a valid and up-to-date Alberta Operator’s Licence or Alberta (non-operators) photo identification (ID) card. Card must show your current address. <i>Address should match with application.</i>	<input type="checkbox"/> ++		
<input type="checkbox"/>	IV. <input type="checkbox"/> notarized copy of an <u>active</u> Alberta Personal Health Card	<input type="checkbox"/> ++		

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<input type="checkbox"/>	5. Canadian Status	<p>Proof of Canadian status through the submission of a notarized copy of one of the following <i>valid</i> documents:</p> <ul style="list-style-type: none"> • Canadian Passport* • Permanent Resident Card (front AND back)** • Canadian Citizenship Certificate (front AND back)* • Canadian Citizenship card (front AND back)* 	<input type="checkbox"/>	
	OR	<p>If you are awaiting receipt of your Permanent Resident Card, you may submit a notarized copy of <i>your</i> Confirmation of Permanent Residence (COPR)**</p> <p style="color: red;">If your PR card has expired, it is not a valid document and proof of renewal will be required.</p> <p>Please note if your PR card is about to expire, it is your responsibility to re-new, ensuring validity throughout the 2020 cycle timeline.</p>		
<input type="checkbox"/>	6. English Language Proficiency	<p>Proof of English language proficiency, using one of the following options (A or B):</p>		
	Option A	<p>IELTS Academic Version</p> <p>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 OR a copy of your Enquiry on Results (EOR) indicating that the fee has been paid.</p>		
	Option B	<p>English language proficiency testing waived by the CPSA:</p> <p>A copy of your medical degree, from a country where English is a first and native language (as listed by CPSA) printed from your physiciansapply.ca account OR a copy of your recent medical school student identification card.</p>		
OR	<p>A copy of your most recent CPSA Practice Permit with an effective date on or before May 30, 2019.</p> <p style="color: red;">Please note that this will be verified with CPSA, ELP exemption will be determined by them.</p>			
<input type="checkbox"/>	7. MCCQE Part 1	<p>Proof of MCCQE Part 1 participation, using one of the following three options:</p>		<input type="checkbox"/>
	OR	<ul style="list-style-type: none"> • MCCQE Part 1 Statement of Results showing a pass standing with the AIMG Program through physiciansapply.ca. 		
	OR	<ul style="list-style-type: none"> • Will share access to the MCCQE1 Statement of Results showing a pass standing with the AIMG Program through physiciansapply.ca by July 15, 2019 		
OR	<ul style="list-style-type: none"> • Registration receipt for the MCCQE Part 1 July 2019 session. Will share access to the MCCQE1 Statement of Results showing a pass standing with the AIMG Program through physiciansapply.ca by September 20, 2019 			

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CHECK		ITEM REQUIRED	NOTARIZED	SHARED
<input type="checkbox"/>	8. NAC	Proof of NAC exam participation, using one of the following three options:		<input type="checkbox"/>
	<input type="checkbox"/>	<ul style="list-style-type: none"> • Shared access to NAC Exam Statement of Results showing a pass standing through physiciansapply.ca 		<input type="checkbox"/>
	OR <input type="checkbox"/>	<ul style="list-style-type: none"> ▪ 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 2019 session. 		<input type="checkbox"/>
<input type="checkbox"/>	OR <input type="checkbox"/>	<ul style="list-style-type: none"> • RE-TAKING NAC (must complete both 1 and 2): 1. Shared access to current NAC Exam Statement of Results showing a pass standing through physiciansapply.ca <li style="text-align: center;">AND 2. 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 2019 session. 		<input type="checkbox"/>
	AND <input type="checkbox"/>			<input type="checkbox"/>
<input type="checkbox"/>	9. Medical Degree	Shared access to medical degree* through physiciansapply.ca; status must be at least “Reviewed and accepted” at time of application. Degree must have status of “Verification returned: Passed” by July 15, 2019. <i>*If degree was issued in a language other than English or French, the certified translation must also to be shared through physiciansapply.ca.</i>		<input type="checkbox"/>
	OR <input type="checkbox"/>	Degree to be conferred, will share access to medical degree through physiciansapply.ca with a status of “Reviewed and accepted” by January 15, 2020.		<input type="checkbox"/>
<input type="checkbox"/>	10. Online Application Confirmation	Copy of AIMG Program email confirming online application with subject line: AIMG Program 2020 Cycle – Confirmation of Submission		<input type="checkbox"/>
<input type="checkbox"/>	11. Checklist	Copy of this 2020 Cycle Application Checklist – with your name and date completed below.		<input type="checkbox"/>

This document package has been completed in support of my AIMG Program 2020 Cycle application:

Applicant’s Name (printed)

Date