

Common Errors

Section	Website Location	As stated on the AIMG Program website	Common Errors
Document Verification	https://www.aimg.ca/how-it-works/application-process/document-notarization/	It is the responsibility of the applicant to ensure documents have been accurately notarized/commissioned, the notary/commissioner is in good standing, and date boundaries are adhered to.	<ul style="list-style-type: none"> • Incorrect placement of notary/commissioner stamps/seals and signatures • Notary/commissioner stamps/seals are not visible
Applicant Identity Verification Form	https://www.aimg.ca/forms/ https://www.aimg.ca/how-it-works/application-process/document-notarization/	AIMG Program applications are required to complete the identity verification in the presence of an Alberta Notary Public or Commissioner for Oaths.	<ul style="list-style-type: none"> • Applicant and notary/commissioner declare that they completed the Applicant Identity Verification Form on different dates
Name/Signature Variance	https://www.aimg.ca/eligibility-and-supporting-documents-requirements/ https://www.aimg.ca/forms/	<p>If an applicant's surname or given name(s) are different or inconsistent within their supporting documentation than on their online application form, and the differences are not the result of a legal name change, the applicant MUST upload a copy of:</p> <ul style="list-style-type: none"> • A letter explaining the name inconsistencies in their supporting documents upload. <p>If an applicant's signature differs within their supporting documentation, the applicant must upload a copy of:</p> <ul style="list-style-type: none"> • A letter explaining the signature inconsistencies in their supporting documents upload. 	<ul style="list-style-type: none"> • Applicant's documents contain varying names/signatures, and they do not include a Name/Signature Variance Letter

		The AIMG Program reserves the right to request further documentation. A sample name or signature variations letter can be found on the Forms page. Failure to provide a name/signature variances letter of explanation may result in an ineligible status.	
Medical Education	https://www.aimg.ca/eligibility-and-supporting-documents-requirements/#medical-education	If your expected date of graduation is in December 2023, in addition to sharing your degree, you must communicate directly with physiciansapply.ca that you are trying to meet the deadline of January 15, 2024 , to achieve the status of "Reviewed and Accepted" and remain eligible for the 2024 CaRMS match.	<ul style="list-style-type: none"> • Applicant failure to communicate with physiciansapply.ca to ensure that their medical degree achieves a status of "Reviewed and Accepted" by the stipulated date
Status in Canada	https://www.aimg.ca/eligibility-and-supporting-documents-requirements/#status-in-canada	<p>Supporting documents if status is Canadian Citizen</p> <p>Upload a copy of ONE of the following:</p> <ul style="list-style-type: none"> • your Canadian Passport (page 2 and 3, including photo and signature) • your Canadian Citizenship Certificate (front AND back) • your Canadian Citizenship Card (front AND back). <p>Supporting documents if status is Permanent Resident</p> <p>Upload a copy of:</p> <ul style="list-style-type: none"> • Your Permanent Resident Card (front AND back) 	<ul style="list-style-type: none"> • Not submitting an approved Canadian Citizen or Permanent Resident document's front AND back

Residence in Alberta	https://www.aimg.ca/eligibility-and-supporting-documents-requirements/#alberta-resident	<p>OPTION A: Supporting documents if residence in Alberta is based on previous attendance at an Alberta senior high school</p> <p>Each of the following will need to be uploaded to the Supporting Documents Upload page by the stated general supporting documents deadline.</p> <ul style="list-style-type: none"> • Copy of official Alberta Senior High School Transcript (front and back) in the revised format, implemented since 2015. This revised format transcript can be requested online at mypass.alberta.ca. <p>Transcript must prove at least two (2) semesters per academic year of full-time study. Please refer to your attended senior high school for the definition of full-time study.</p> <p>The AIMG Program may require additional proof(s) for location and modality of instruction.</p> <p>Documents not accepted:</p> <ul style="list-style-type: none"> • A "Detailed Academic Report" • Report Cards • Transcripts older than the revised format changed in 2015. 	<ul style="list-style-type: none"> • Not submitting a copy of official Alberta Senior High School Transcript, front AND back, in the revised format, implemented since 2015 • Failure to meet the requirement because the copy of official Alberta Senior High School Transcript does not prove at least two semesters per academic year of full-time study according to the attended senior high school's definition of full-time study
Residence in Alberta	https://www.aimg.ca/eligibility-and-supporting-documents-requirements/#alberta-resident	<p>OPTION B: Supporting documents required if residence in Alberta is based on previous attendance at an Alberta postsecondary institution</p>	<ul style="list-style-type: none"> • Failure to present a supervisor letter as detailed in the requirement • Failure to address difficulties obtaining a supervisor letter for this option not properly addressed through our

		<p>Each of the following will need to be uploaded to the Supporting Documents Upload page by the stated general supporting documents deadline.</p> <ul style="list-style-type: none"> • Copy of official transcript (front and back) issued by an accredited Alberta postsecondary institution <p>AND</p> <ul style="list-style-type: none"> • 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. See Academic Supervisor Letter Guidelines & Checklist. <p>Both the transcript and letter must substantiate a minimum eight (8) months per academic year of full-time study for two (2) or more years. Please refer to your attended postsecondary institution for the definition of full-time study.</p> <p>If the program was delivered through distance education, additional documentation may be required.</p> <p>NOTE: Any difficulties obtaining a supervisor letter for this option should be addressed through our Administrative Exception process.</p>	<p>Administrative Exception process</p>
Residence in Alberta	https://www.aimg.ca/eligibility-and-supporting-documents-requirements/#alberta-resident	<p>OPTION C: Supporting documents if residence in Alberta is based on permanently and</p>	<ul style="list-style-type: none"> • Failure to address difficulties meeting the requirements for this option not properly

	<p>https://www.aimg.ca/forms/</p> <p>https://www.aimg.ca/how-it-works/application-process/document-notarization/</p>	<p>continuously living in Alberta from December 1, 2022 - May 18, 2023</p> <p>There are four (4) parts to this proof*: *Each proof will need to be uploaded to the Supporting Documents Upload page by the stated deadline.</p> <p>1. Residence in Alberta Statutory Declaration *Verified AIMG Program Residence in Alberta Statutory Declaration form.</p> <p>Form to be completed and verified between May 01, 2023 – June 02, 2023. ALL fields must be completed. This form will be available on the Forms page by May 01, 2023.</p> <p>NOTE: Applicants must have current and valid permanent resident status or citizenship in Canada prior to establishing residency in the Province of Alberta.</p> <p>2. One or More Official Letter(s) of:</p> <ul style="list-style-type: none"> • Employment: Original Letter(s) of Employment, prepared and signed by employer. The letter(s) must include <u>all</u> required information. Date of hire must be on or before December 01, 2022. Offers of employment will not be accepted. Carefully review the Alberta Employment Letter Guidelines & Checklist. • Education: Original signed letter(s) prepared and signed by an accredited 	<p>addressed through our Administrative Exception process</p> <ul style="list-style-type: none"> • Residence in Alberta Statutory Declaration form not properly verified • Letters do not cover the full residence in Alberta period required by the AIMG Program • Letters do not indicate specific activity for each month • Letters do not follow the guidelines on the Forms page • Letters cannot be source verified • Letters do not pertain to the applicant’s residence in Alberta, but instead to their family member’s residence in Alberta • Changes to an applicant's driver's licence during the period of proof of residence in Alberta, December 01, 2022 to June 02, 2023, not accompanied by the required documents, especially a letter of explanation
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		<p>currently eligible for Alberta Health Care Insurance coverage.</p> <p>NOTE: Name and date of birth must match the online application.</p>	
English Language Proficiency	<p>https://www.aimg.ca/eligibility-and-supporting-documents-requirements/#English-Language-Proficiency</p>	<p>OPTION B. Exemption from English language proficiency testing as per the College of Physicians & Surgeons of Alberta (CPSA). Please refer to www.cpsa.ca/language-proficiency.</p> <p>NOTES:</p> <ul style="list-style-type: none"> • ELP exemptions are subject to CPSA approval. • CPSA retains the right to deny any ELP exemption should the proof provided fail to clearly outline that the applicant meets the exemption criteria. • A CPSA practice permit acquired for the CAP 2023 Cycle will not be recognized as ELP exemption by CPSA for AIMG Program application to the 2024 Cycle. • Individual conversations with CPSA registrars do not constitute as appropriate possibility of ELP exemption. <p>OPTION B: Supporting Documents If Exempt From English Language Proficiency Testing If you believe you are exempt from testing, please do ONE of the following:</p> <ul style="list-style-type: none"> • Upload a copy of a previously obtained CPSA practice permit into the supporting documents upload page by June 02, 2023. 	<ul style="list-style-type: none"> • Potential exemption from English language proficiency testing not addressed via the completion of the ELP exemption survey

		<p>NOTE: The effective date of the practice permit must be on or before May 26, 2023.</p> <p>OR</p> <ul style="list-style-type: none"> Please fill out this survey (link will be open on May 01, 2023) if you believe you are exempt from English Language Proficiency Testing. Once the form is received, you will be sent further instructions on how to obtain the Exemption Letter required. 	
Medical Council of Canada Qualifying Exam Part 1	https://www.aimg.ca/eligibility-and-supporting-documents-requirements/#Qualifying-Exam	<p>All applicants must have a passing grade on the Medical Council of Canada Qualifying Exam (MCCQE) Part 1. The last opportunity to take the exam and be eligible for the AIMG Program 2024 Cycle is the August-September 2023 session.</p> <p>MCCQE Part 1 Statement of Results showing a PASS standing must be shared with the AIMG Program via physiciansapply.ca no later than November 15, 2023.</p>	<ul style="list-style-type: none"> MCCQE Part 1 Statement of Results not shared with the AIMG Program by the stipulated date
Medical Council of Canada NAC Exam	https://www.aimg.ca/eligibility-and-supporting-documents-requirements/#NAC	<p>Applicants must have a PASS standing for the Medical Council of Canada's National Assessment Collaboration (NAC) Examination to be eligible for the 2024 Cycle. The last possible date to take this exam for the current cycle is September 2023.</p> <p>Applicants must share access with the AIMG Program to the NAC Exam Statement of Results showing a PASS standing through physiciansapply.ca no later than November 08, 2023.</p>	<ul style="list-style-type: none"> NAC Exam Statement of Results not shared with the AIMG Program by the stipulated date

<p>Application Fee</p>	<p>https://www.aimg.ca/how-it-works/application-process/</p>	<p>Obtain a bank draft or money order in Canadian funds PAYABLE TO the University of Calgary in the amount of CAD\$350.</p> <p>All applicants to the AIMG Program are required to pay the NON-REFUNDABLE application fee of CAD\$350.</p> <p>This fee covers processing of your application and supporting documents. Payment must be received by the Supporting Documents upload deadline.</p> <ul style="list-style-type: none"> • The full fee is due and must be sent to the AIMG Program office as a single payment. Confirmation of receipt of the application fee is not given so all applicants must send via traceable courier (Purolator/Fedex/Canada Post) to ensure delivery status. No online form of payment is available. • Applicant's name and AIMG Program ID# must be written on the front of the money order/bank draft prior to mailing. The AIMG Program will not be responsible for tracking lost or unidentifiable payments. • SEND payment to: <p style="text-align: center;">AIMG Program HMRB G06, 3330 Hospital Drive NW Calgary, Alberta T2N 4N1</p>	<ul style="list-style-type: none"> • Application fee bank draft/money order not made payable to the University of Calgary • Application fee bank draft/money order not sent via traceable courier (Purolator/Fedex/Canada Post) to ensure delivery status • Applicant's name and AIMG Program ID# not written on the front of the money order/bank draft • Application fee bank draft/money order sent to the incorrect address
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