



Alberta International Medical Graduate Program – 2025 Cycle Application Checklist

Please print and upload 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 2025 Application Cycle Information for more information. Supporting Documents will not be physically accepted (by mail or in person) under any circumstance.

Step 1: The application fee must be submitted. 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.

Step 2: Go to www.aimg.ca. Click “APPLY” from the top right-hand corner of the webpage. New applicants must create a Profile on the AIMG Program Portal. Existing applicants are required to sign in using your email and password from the previous cycle. All required supporting documents must be uploaded by clicking on the “Your Supporting Documents” link at the top of the portal page. Documents must be shared through physiciansapply.ca (as required), by the supporting documents deadline(s).

(!!) Application packages containing documents not properly completed, not uploaded, improperly executed (i.e., not in PDF or JPEG format, blurry or dark photos, illegible), missing attachments, and/or not shared on physiciansapply.ca, will be deemed INCOMPLETE. Applicants are not provided reminders or 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 documents have been accurately notarized/commissioned, the notary is in good standing, and images, signatures, and embossed seals and seal stamps are present and legible. The Alberta Residency Statutory Declaration must be notarized/commissioned from May 1 through June 7, 2024.

Document Instructions: Complete the column on the left side of the document by checking the items that best fit your situation. After you have selected the supporting documents, check off the box in the right column to indicate that a document has been, or will be, either shared through physiciansapply.ca or uploaded to your Supporting Documents page from the online portal. Documents must be shared and/or uploaded by the stated deadlines and remain shared until CaRMS Match Day.

Special Notes:

- Supporting documents included in your AIMG Program application become the property of the AIMG Program. Please keep a copy of all supporting documents for your online application as reference. You may be required to provide additional documents or information in support of your application.
- It is the applicant’s obligation to meet all posted deadlines, and to provide strong evidence to substantiate whichever option chosen 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.**
- Supporting documents deadline (to be **uploaded** and/or **shared** by): **Friday, June 7, 2024 @ 3:30 pm (MT). All other posted deadline dates due at 3:30 pm MT (Mountain Time).**

Courier application fee to:

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

AIMG Program 2025 Cycle Applicant Checklist

CHECK (If applicable)	ELIGIBILITY CRITERIA	SUPPORTING DOCUMENT(S) REQUIRED	SHARED	UPLOADED
<input type="checkbox"/>	1. Application Fee	Canadian bank draft or money order only: CAN\$350 payable to the <u>University of Calgary</u> (non-refundable). <ul style="list-style-type: none"> Applicant name and AIMG ID# printed on front of payment prior to sending. To be received by the AIMG Program office <u>no later than June 7, 2024</u>. Use a courier with electronic tracking notifications such as DHL, FedEx, etc.* 	* Mailing/courier information available above.	
<input type="checkbox"/>	2. Identity Verification	Upload the Applicant Identity Verification Form , downloaded from Forms for the current cycle – all fields filled in, photo attached and verified by an Alberta Notary Public or Commissioner for Oaths between May 1, 2024-June 7, 2024. *Not accepted if typed, unless completed virtually.	<input type="checkbox"/>	<input type="checkbox"/>
AND <input type="checkbox"/>		Name or Signature Variance Form MUST BE COMPLETED BY ALL APPLICANTS Legal name change(s) and all other name/signature variances MUST be indicated on the 'Name/Signature Variance Form' and uploaded to the supporting documents page of the online application portal. Proof of legal name change must be shared through physiciansapply.ca and verified by a copy of one of the following documents and indicated on the 'Name/Signature Variance Form': <ul style="list-style-type: none"> 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. 	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> <i>(If applicable)</i>	3. Administrative Exception	The process of acquiring an administrative exception is completed within the Administrative Exceptions section of the AIMG Program application portal.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> OR <input type="checkbox"/> OR <input type="checkbox"/>	4. Residence in Alberta	Proof of Residence in Alberta, using one of the following options (A, B or C):	<input type="checkbox"/>	<input type="checkbox"/>
	Option A	Upload an official transcript (front AND back) issued by Alberta Education (in the 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. <u>List of documents not accepted (See Option A – Supporting Documents)</u>	<input type="checkbox"/>	<input type="checkbox"/>
	Option B	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 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.	<input type="checkbox"/>	<input type="checkbox"/>
	Option C	24 weeks of Residence in Alberta. All 4 proofs below must be submitted :	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	I. Upload a notarized/commissioned and properly executed Residence in Alberta Statutory Declaration Form downloaded from Forms , and dated for the <u>current cycle</u> . Must be dated between May 1-June 7, 2024. Not accepted if typed, unless completed virtually.	<input type="checkbox"/>	<input type="checkbox"/>
	AND <input type="checkbox"/> AND/OR <input type="checkbox"/> AND/OR <input type="checkbox"/>	II. Upload ONE of the following, confirming continuously living in and physically present in Alberta from December 1, 2023 to May 18, 2024 . <ul style="list-style-type: none"> original or electronic Letter(s) of Employment containing <u>all</u> required information to confirm continuous employment in Alberta original or electronic letter(s) from an accredited educational institution containing <u>all</u> 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 	<input type="checkbox"/>	<input type="checkbox"/>
AND <input type="checkbox"/> AND <input type="checkbox"/>	III. Upload a copy of an <u>active</u> Alberta Personal Health Card. IV. Upload copy of applicant's <u>valid</u> and <u>current</u> Alberta Operator's License. OR	<input type="checkbox"/>	<input type="checkbox"/>	

Changes to your driver's license from December 1, 2023, to May 18, 2024, such as updating your license from GDL Class 7 to GDL Class 7 or change of address due to a recent move will require a copy of the old license, a copy of the new license (when received), and an explanation letter included with your documents.

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		Upload copy of applicant's valid and current Alberta photo identification card (non-operator's) (if you do not have an Alberta Driver's License)		<input type="checkbox"/>
<input type="checkbox"/>	5. Status in Canada <input type="checkbox"/> OR	Upload proof of status in Canada through the submission of a copy of one of the following <i>valid</i> documents: <ul style="list-style-type: none"> Canadian Passport (page 2 and 3 photo AND signature) Canadian Citizenship Certificate (front AND back) Canadian Citizenship Card (front AND back) Permanent Resident Card (front AND back)** **Must be legible, and the 'PR Since' date or 'Became PR on' date must be <u>no later than August 30, 2024</u>		<input type="checkbox"/>
	<input type="checkbox"/>	Upload , if your Permanent Resident (PR) Card has been lost or expired and you are awaiting receipt of your new card Permanent Resident (PR) Card, you may submit a copy of your Confirmation of Permanent Residence (COPR) or Landing document.** <i>NOTE: Citizenship Letter of Congratulations will not be accepted. See Status in Canada</i>		<input type="checkbox"/>
<input type="checkbox"/>	6. English Language Proficiency <input type="checkbox"/>	Upload proof of English language proficiency, using <i>one</i> of the following two options, (A or B):		
	Option A OR <input type="checkbox"/> <input type="checkbox"/>	Upload proof of IELTS Academic Version A copy of your IELTS Academic Version Test Report Form (TRF) showing the <u>minimum of 7.0 in each of the components on a single test</u> , dated no earlier than May 1, 2023. Statement of Results must be uploaded by August 30, 2024 . Copy of confirmation showing your IELTS Academic is scheduled.		<input type="checkbox"/> <input type="checkbox"/>
	OR <input type="checkbox"/> OR <input type="checkbox"/>	Upload proof of OET Medical Exam A copy of your OET Medical Exam showing the <u>minimum score of B</u> in each of the components on a single test, dated no earlier than May 1, 2023. "Statement of Results" must be uploaded by August 30, 2024 . Copy of confirmation showing your OET Medical Exam is scheduled.		<input type="checkbox"/> <input type="checkbox"/>
	OR <input type="checkbox"/> OR <input type="checkbox"/>	Upload proof of CELPIP exam A copy of your CELPIP exam showing the <u>minimum score of 9</u> in each of the components on a single test, dated no earlier than May 1, 2023. "Official Score Report" must be uploaded by August 30, 2024 . Copy of confirmation showing your CELPIP exam is scheduled.		<input type="checkbox"/> <input type="checkbox"/>
	Option B <input type="checkbox"/> OR <input type="checkbox"/> OR <input type="checkbox"/>	English Language Proficiency testing waived based on CPSA accepted criteria, using one of the following three options: <ol style="list-style-type: none"> A copy of your medical degree, from a country where English is a first and native language (as listed by CPSA) shared on your physiciansapply.ca account. If you are awaiting your medical degree, you may upload a copy of your NAC attestation and/or a copy of your Dean's Letter. Upload a PDF copy of your CPSA approved Letter of Exemption** from the AIMG Program. Exemptions submitted/permitted in previous cycles that are carried forward to the current application will be source verified. Upload a copy of your most recent or previously obtained CPSA Practice Permit with an effective date on or before May 31, 2024. Please note that the AIMG Program will verify status with CPSA. 	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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<input type="checkbox"/> <i>Applicants who have delayed scheduled MCCQE1 Part 1 as noted on their online application are strongly encouraged to notify the AIMG Program.</i>	7. MCCQE Part 1 <input type="checkbox"/>	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 November 13, 2024 .	<input type="checkbox"/>	
	OR <input type="checkbox"/>	2. Both a document upload AND sharing on your physiciansapply.ca account are required for either of the following options: Upload Registration receipt for the MCCQE Part 1 session (April to Sept 2024) by June 7, 2024. 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 November 13, 2024 .	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	8. NAC Exam <input type="checkbox"/>	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 November 13, 2024 .	<input type="checkbox"/>	
	OR <input type="checkbox"/>	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 Spring/Fall 2024 session by June 7, 2024 . Will Share access to NAC Exam Statement of Results showing a pass standing through physiciansapply.ca by November 13, 2024 .	<input type="checkbox"/>	<input type="checkbox"/>
	OR <input type="checkbox"/> AND <input type="checkbox"/>	3. RE-TAKING NAC (must complete both (a) and (b)): (a) 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 2023 session by June 7, 2024. (b) Will Share access to current NAC Exam Statement of Results showing a pass standing through physiciansapply.ca by November 13, 2024 .	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> <i>After receiving their medical degree, applicants must begin the verification process as soon as possible</i>	9. Medical Degree <input type="checkbox"/>	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 7, 2024 . <i>*If degree was issued in a language other than English or French, the certified translation must also be shared through physiciansapply.ca.</i>	<input type="checkbox"/> <input type="checkbox"/> <i>(if applicable)</i>	
	OR <input type="checkbox"/>	Degree to be conferred by December 31, 2024; 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 10, 2025 . AND Upload a Dean’s letter on official stationery, indicating applicant is in their final months of study and degree is likely to be conferred by December 31, 2024. OR Upload a copy of MCC NAC Student Attestation, signed by the dean of their medical school, stating their expected date of graduation.	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	10. Checklist	Upload copy of this 2025 Cycle Application Checklist – with your name and date completed below.	<input type="checkbox"/>	<input type="checkbox"/>

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 2025 Cycle application:

Applicant’s Name (printed or typed)

Date