

### Common Errors

Website Location	As stated on the AIMG Program website	Common Errors
<b>Document Verification</b>		
<a href="https://www.aimg.ca/how-it-works/application-process/document-notarization/">https://www.aimg.ca/how-it-works/application-process/document-notarization/</a>	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"> <li>• Incorrect placement of notary/commissioner stamps/seals and signatures</li> <li>• Notary/commissioner stamps/seals are not visible</li> </ul>
<b>Applicant Identity Verification Form</b>		
<a href="https://www.aimg.ca/forms/">https://www.aimg.ca/forms/</a>  <a href="https://www.aimg.ca/how-it-works/application-process/document-notarization/">https://www.aimg.ca/how-it-works/application-process/document-notarization/</a>	All AIMG Program applicants must have their identity <u>verified</u> by an Alberta notary public or commissioner for oaths, using the Alberta International Graduate Program - <a href="#">APPLICANT IDENTITY VERIFICATION FORM</a> .	<ul style="list-style-type: none"> <li>• Applicant and notary/commissioner declare that they completed the Applicant Identity Verification Form on different dates</li> <li>• Photo of applicant cannot be used to verify their identity</li> </ul>
<b>Name/Signature Variance Form</b>		
<a href="https://www.aimg.ca/eligibility-and-supporting-documents-requirements/">https://www.aimg.ca/eligibility-and-supporting-documents-requirements/</a>  <a href="https://www.aimg.ca/forms/">https://www.aimg.ca/forms/</a>	In <b>ALL</b> situations in which an applicant's surname or given name(s) are different or inconsistent within their supporting documentation than on their online application form, the applicant <b>MUST upload</b> a copy of: <ul style="list-style-type: none"> <li>• The 'Name/Signature Variance Form' indicating the name inconsistencies in their supporting documents upload.</li> </ul> If an applicant's signature differs within their supporting documentation, the applicant <b>MUST upload</b> a copy of:	<ul style="list-style-type: none"> <li>• Applicant's documents contain varying names/signatures, and they do not include a Name/Signature Variance Form</li> </ul>

	<ul style="list-style-type: none"> <li>The 'Name/Signature Variance Form' indicating the signature inconsistencies in their supporting documents upload.</li> </ul>	
<b>Medical Education</b>		
<a href="https://www.aimg.ca/eligibility-and-supporting-documents-requirements/#medical-education">https://www.aimg.ca/eligibility-and-supporting-documents-requirements/#medical-education</a>	<p>If your expected date of graduation is in December, in addition to sharing your degree, you must communicate directly with <a href="https://physiciansapply.ca">physiciansapply.ca</a> that you are trying to meet the deadline of <b>January 05, 2025 @ 3:30 PM MT</b>, to achieve the status of "Reviewed and Accepted" and remain eligible for the CaRMS match.</p>	<ul style="list-style-type: none"> <li>Applicant failure to communicate with <a href="https://physiciansapply.ca">physiciansapply.ca</a> to ensure that their medical degree achieves a status of "Reviewed and Accepted" by the stipulated deadline</li> </ul>
<b>Status in Canada</b>		
<a href="https://www.aimg.ca/eligibility-and-supporting-documents-requirements/#status-in-canada">https://www.aimg.ca/eligibility-and-supporting-documents-requirements/#status-in-canada</a>	<p><b>Supporting documents if status is Canadian Citizen</b></p> <p><b>Upload</b> a copy of <b>ONE</b> of the following:</p> <ul style="list-style-type: none"> <li>your Canadian Passport (page 2 and 3, including photo and signature)</li> <li>your Canadian Citizenship Certificate (front AND back)</li> <li>your Canadian Citizenship Card (front AND back).</li> </ul> <p><b>Supporting documents if status is Permanent Resident</b></p> <p><b>Upload</b> a copy of:</p>	<ul style="list-style-type: none"> <li>Not submitting an approved Canadian Citizen or Permanent Resident document's front AND back</li> </ul>

	<ul style="list-style-type: none"> <li>Your Permanent Resident Card (front AND back)</li> </ul>	
<b>Residence in Alberta</b>		
<p><a href="https://www.aimg.ca/eligibility-and-supporting-documents-requirements/#alberta-resident">https://www.aimg.ca/eligibility-and-supporting-documents-requirements/#alberta-resident</a></p>	<p><b>OPTION A: Supporting documents if residence in Alberta is based on previous attendance at an Alberta senior high school</b></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"> <li>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 <a href="http://mypass.alberta.ca">mypass.alberta.ca</a>.</li> </ul> <p>Transcript must prove at least two (2) semesters per academic year of full-time study. <b>Please refer to your attended senior high school for the definition of full-time study.</b></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"> <li>A "Detailed Academic Report"</li> <li>Report Cards</li> <li>Transcripts older than the revised format changed in 2015.</li> </ul>	<ul style="list-style-type: none"> <li>Not submitting a copy of official Alberta Senior High School Transcript, front AND back, in the revised format, implemented since 2015</li> <li>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</li> </ul>

<https://www.aimg.ca/eligibility-and-supporting-documents-requirements/#alberta-resident>

**OPTION B: Supporting documents required if residence in Alberta is based on previous attendance at an Alberta postsecondary institution**

Each of the following will need to be uploaded to the Supporting Documents Upload page by the stated general supporting documents deadline.

- Copy of official transcript (front and back) issued by an accredited Alberta postsecondary institution

**AND**

- 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.

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.**

If the program was delivered through distance education, additional documentation may be required.

- Failure to present a supervisor letter
- Failure to address difficulties obtaining a **supervisor letter** for this option not properly addressed through our **Administrative Exception** process

	<p><b>NOTE:</b> Any difficulties obtaining a supervisor letter for this option should be addressed through our <b>Administrative Exception</b> process.</p>	
<p><a href="https://www.aimg.ca/eligibility-and-supporting-documents-requirements/#alberta-resident">https://www.aimg.ca/eligibility-and-supporting-documents-requirements/#alberta-resident</a></p> <p><a href="https://www.aimg.ca/forms/">https://www.aimg.ca/forms/</a></p> <p><a href="https://www.aimg.ca/how-it-works/application-process/document-notarization/">https://www.aimg.ca/how-it-works/application-process/document-notarization/</a></p>	<p><b>OPTION C: Supporting documents if residence in Alberta is based on permanently and continuously living in Alberta from December 1, 2023 - May 18, 2024</b></p> <p><b>There are four (4) parts to this proof*:</b>  *Each proof will need to be <b>uploaded</b> to the Supporting Documents Upload page by the stated deadline.</p> <p><b>1. Residence in Alberta Statutory Declaration</b>  *Verified AIMG Program Residence in Alberta Statutory Declaration form.</p> <p>Form to be completed and verified between May 01, 2024 – June 07, 2024. ALL fields must be completed. This form will be available on the <u>Forms</u> page by May 01, 2024.</p> <p><b>NOTE:</b> Applicants must have current and valid permanent resident status or citizenship in Canada prior to establishing residency in the Province of Alberta.</p> <p><b>2. One or More Official Letter(s) of:</b></p> <ul style="list-style-type: none"> <li>• <b>Employment:</b> 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,</li> </ul>	<ul style="list-style-type: none"> <li>• Failure to address difficulties meeting the requirements for this option not properly addressed through our <b>Administrative Exception</b> process</li> <li>• Residence in Alberta Statutory Declaration form not properly <b>verified</b></li> <li>• Letters do not cover the full residence in Alberta period required by the AIMG Program</li> <li>• Letters do not indicate specific activity for each month</li> <li>• Letters do not follow the guidelines on the <u>Forms</u> page</li> <li>• Letters cannot be source verified</li> <li>• Letters do not pertain to the applicant’s residence in Alberta, but instead to their family member’s residence in Alberta</li> <li>• Changes to an applicant's driver's licence during the period of proof of residence in Alberta, December 01, 2023 to May 18, 2024, not accompanied by the required documents, especially a <b>letter of explanation</b></li> </ul>

	<p>2023. Offers of employment will not be accepted. Carefully review the <a href="#">Alberta Employment Letter Guidelines &amp; Checklist</a>.</p> <ul style="list-style-type: none"><li>• <b>Education:</b> Original signed letter(s) prepared and signed by an accredited educational institution. The letter(s) must include <u>all</u> required information. Study start dates must have begun on or before December 01, 2023. Carefully review the <a href="#">Education Institution Letter Guidelines and Checklist</a>.</li><li>• <b>Community Guarantor (Organization and/or Individual):</b> Original letter(s), each prepared and signed by an eligible guarantor within a formal Alberta community activity-based organization. Guarantor must be a person with recognized authority who can attest to the applicant's participation in the organization's activities. The letter must include <u>all</u> required information as per the guidelines. Activity start date must be on or before December 01, 2023. Carefully review "What is a Guarantor?", and the guidelines for the two guarantor options (<b>Community Organization</b> and/or <b>Community Individual</b>) on the <a href="#">Forms</a> page.</li></ul> <p><b>NOTES:</b></p> <ul style="list-style-type: none"><li>• <b>The decision to leave the province is the responsibility of the applicant.</b></li></ul>	
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	<p><b>The Administrative Exception (AE) process is not to be used to request approval for time out of province.</b></p> <ul style="list-style-type: none"><li>• Letters must indicate specific activity for each month.</li><li>• Multiple letters are encouraged if one letter does not cover the full residence in Alberta period required by the AIMG Program.</li><li>• All letters must be dated between May 01, 2024 - June 07, 2024.</li><li>• All letters are subject to source verification.</li></ul> <p><b>3. Alberta Operator's Licence OR Alberta Photo Identification Card (Non-Operator's)</b></p> <ul style="list-style-type: none"><li>• Copy of applicant's valid and current Alberta Operator's Licence.</li><li>• Copy of Alberta photo identification card (non-operator's).</li></ul> <p>Card must show applicant's current address as per <b>Service Alberta - Update Driving documents</b>. Changes to an applicant's driver's licence during the period of proof of residence in Alberta, December 01, 2023 to May 18, 2024, such as upgrading from a GDL Class 7 to GDL Class 5 or due to a recent address change, will require the following supporting documents in the applicant's <b>upload</b>:</p> <ul style="list-style-type: none"><li>• a copy of the old licence,</li><li>• a copy of the new licence (once received and no later than July 31, 2024 at 3:30pm MT),</li></ul>	
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	<p><b>AND</b></p> <ul style="list-style-type: none"> <li>• a letter of explanation.</li> </ul> <p><b>NOTE:</b> Interim licences or interim ID cards will NOT be accepted.</p> <p><b>4. Alberta Personal Health Card</b> Copy of the applicant’s valid and active Alberta Personal Health Card. Applicant must be currently eligible for Alberta Health Care Insurance coverage.</p> <p><b>NOTE:</b> Name and date of birth must match the online application.</p>	
<b>English Language Proficiency</b>		
<p><a href="https://www.aimg.ca/eligibility-and-supporting-documents-requirements/#English-Language-Proficiency">https://www.aimg.ca/eligibility-and-supporting-documents-requirements/#English-Language-Proficiency</a></p>	<p><b>OPTION B.</b> Exemption from English language proficiency testing as per the College of Physicians &amp; Surgeons of Alberta (CPSA). Please refer to <a href="http://www.cpsa.ca/language-proficiency">www.cpsa.ca/language-proficiency</a>.</p> <p><b>NOTES:</b></p> <ul style="list-style-type: none"> <li>• ELP exemptions are subject to CPSA approval.</li> <li>• CPSA retains the right to deny any ELP exemption should the proof provided fail to clearly outline that the applicant meets the exemption criteria.</li> <li>• A CPSA practice permit acquired for the CAP 2024 Cycle will not be recognized as ELP exemption by CPSA for AIMG Program application to the 2025 Cycle.</li> </ul>	<ul style="list-style-type: none"> <li>• Potential exemption from English language proficiency testing not addressed via the completion of the ELP exemption survey</li> </ul>



	<ul style="list-style-type: none"> <li>Individual conversations with CPSA registrars do not constitute as appropriate possibility of ELP exemption.</li> </ul> <p><b>OPTION B: Supporting Documents If Exempt From English Language Proficiency Testing</b> If you believe you are exempt from testing, please do ONE of the following:</p> <ul style="list-style-type: none"> <li><b>Upload</b> a copy of a previously obtained CPSA practice permit into the supporting documents upload page by <b>June 07, 2024 at 3:30pm MT</b>.</li> </ul> <p><b>NOTE:</b> The effective date of the practice permit must be on or before May 31, 2024.</p> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>Please fill out this <a href="#">survey</a> (link will be open on May 01, 2024 at 9am MT) 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.</li> </ul>	
<b>Medical Council of Canada Qualifying Exam Part 1</b>		
<a href="https://www.aimg.ca/eligibility-and-supporting-documents-requirements/#Qualifying-Exam">https://www.aimg.ca/eligibility-and-supporting-documents-requirements/#Qualifying-Exam</a>	<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 2025 Cycle is the August-September 2024 session.</p> <p>MCCQE Part 1 <b>Statement of Results</b> showing a PASS standing must be <b>shared</b> with the AIMG</p>	<ul style="list-style-type: none"> <li>MCCQE Part 1 Statement of Results not shared with the AIMG Program via PhysiciansApply.ca by the stipulated deadline</li> </ul>

	Program via physiciansapply.ca no later than <b>November 13, 2024 at 3:30pm MT.</b>	
<b>Medical Council of Canada NAC Exam</b>		
<a href="https://www.aimg.ca/eligibility-and-supporting-documents-requirements/#NAC">https://www.aimg.ca/eligibility-and-supporting-documents-requirements/#NAC</a>	<p>Applicants must have a PASS standing for the Medical Council of Canada's National Assessment Collaboration (NAC) Examination to be eligible for the 2025 Cycle. The last possible date to take this exam for the current cycle is September 2024.</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 <b>November 13, 2024 at 3:30pm MT.</b></p>	<ul style="list-style-type: none"> <li>• NAC Exam Statement of Results not shared with the AIMG Program via PhysiciansApply.ca by the stipulated date</li> </ul>
<b>Application Fee</b>		
<a href="https://www.aimg.ca/how-it-works/application-process/">https://www.aimg.ca/how-it-works/application-process/</a>	<p>Obtain a bank draft or money order in Canadian funds PAYABLE TO the <b>University of Calgary</b> 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><b>This fee covers processing of your application and supporting documents. Payment must be received by the Supporting Documents upload deadline.</b></p> <ul style="list-style-type: none"> <li>• 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</li> </ul>	<ul style="list-style-type: none"> <li>• Application fee bank draft/money order not made payable to the <b>University of Calgary</b></li> <li>• Application fee bank draft/money order not sent via traceable courier (Purolator/Fedex/Canada Post) to ensure delivery status</li> <li>• Applicant's name and AIMG Program ID# not written on the front of the money order/bank draft</li> <li>• Application fee bank draft/money order sent to the incorrect address</li> </ul>

	<p>courier (Purolator/Fedex/Canada Post) to ensure delivery status. No online form of payment is available.</p> <ul style="list-style-type: none"><li>• Applicant's name and AIMG Program ID# must be written on the front of the money order/bank draft prior to mailing.</li></ul> <p>The AIMG Program will not be responsible for tracking lost or unidentifiable payments.</p> <ul style="list-style-type: none"><li>• SEND payment to:</li></ul> <p>AIMG Program HMRB G06, 3330 Hospital Drive NW Calgary, Alberta T2N 4N1</p>	
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