










AIMG Program 2027 Cycle







Common Errors & Submission Checklist

Purpose: This guide highlights the most common errors that lead to delays or ineligibility. Applicants should reference the AIMG website for full criteria.







Applicant Identity Verification Form

Applies to:	What to Check 	Common Errors to Avoid 
All applicants	Completed during application period; name matches application	<ul style="list-style-type: none">  Applicant and notary signed on different dates  Photo cannot verify identity  Changes not properly completed by Notary  Name does not match application  Incorrect or missing dates  Incorrect placement of notary/commissioner stamps/seals and signatures  Notary/commissioner not in good standing





Name/Signature Variance Form

Applies to:	What to Check 	Common Errors to Avoid 
All applicants	Name and/or signature differences across documents are identified and clearly noted on the Name/Signature Variance Form	<ul style="list-style-type: none">  Form not submitted (ineligible)  Legal name change(s) not supported with official documentation  Not all name and/or signature variances included  Legal name change document not shared in physiciansapply.ca






Medical Education

Applies to:	What to Check 	Common Errors to Avoid 
All applicants	Confirm all required documents are shared via physiciansapply.ca and meet source verification by the posted timeline	<p> Medical degree not shared on physiciansapply.ca</p> <p> Medical degree does not meet status of “Reviewed and Accepted” by the posted deadline</p> <p>If not yet graduated:</p> <p> Dean’s letter on official letterhead not uploaded to supporting documents</p> <p> MCC NAC Student Attestation not uploaded to supporting documents</p>





Status in Canada

Applies to:	What to Check 	Common Errors to Avoid 
All applicants	Submit ONE valid status document; include front AND back	<p> Missing front/back of document</p> <p> Not requesting Administrative Exception (AE) if anticipating delay in meeting posted deadline</p>










Residence in Alberta – Option A

Applies to:	What to Check 	Common Errors to Avoid 
≥2 years of in-person high school	Official Alberta high school transcript (revised format, front & back); must prove full-time study	<p> Wrong transcript format</p> <p> Transcript does not prove full-time study</p> <p> Submitting report cards or outdated transcripts</p>







Residence in Alberta – Option B

Applies to:	What to Check 	Common Errors to Avoid 
≥2 years of in-person postsecondary education	Official transcript + academic supervisor letter confirming in-person attendance	<p> Missing supervisor letter</p> <p> Failure to request an AE where required, or insufficient detail provided to support the request for difficulties obtaining supervisor letter</p>







Residence in Alberta – Option C

Applies to:	What to Check 	Common Errors to Avoid 
24 weeks' continuous physical presence and day-to-day living in Alberta	All 4 required components submitted; letters cover full period with monthly detail	<ul style="list-style-type: none">  Letters that do not cover full timeframe  Letters that do not indicate specific monthly activity or lack detail  Letters that cannot be verified  Letters that relate to family/property not applicant  Letters that do not follow guidelines  Driver's licence changes not supported by required documents (i.e. Letter of Explanation for renewal or expired licences)  Statutory Declaration not properly completed





Statutory Declaration

Applies to:	What to Check 	Common Errors to Avoid 
Option C applicants	Documents accurately notarized/commissioned and within valid date boundaries	<ul style="list-style-type: none">  Name does not match application  Applicant signature missing  Missing or not visible Notary/commissioner stamps/seals  Form not handwritten




English Language Proficiency

Applies to:	What to Check 	Common Errors to Avoid 
All applicants	Valid test OR approved exemption; AIMG Program designated to access results	<ul style="list-style-type: none">  Invalid/expired test  AIMG not designated as organization to access and verify results  Not completing exemption survey if applicant believes they may be exempt  ELP scores submitted after the posted deadline





MCCQE Part 1

Applies to:	What to Check 	Common Errors to Avoid 
All applicants	PASS result shared via physiciansapply.ca by deadline	 Results not shared in physiciansapply.ca by deadline  Attempt to submit and share results for exams written after the final exam session cut-off (August 19 – September 16 session)

NAC Exam

Applies to:	What to Check 	Common Errors to Avoid 
All applicants	PASS result shared via physiciansapply.ca by deadline	 Results not shared in physiciansapply.ca by deadline

Application Fee

Applies to:	What to Check 	Common Errors to Avoid 
All applicants	Payment submitted by deadline; include name & AIMG ID	 Failure to request an AE where alternative payment methods are required  Attempting to submit payment after the posted deadline

Final Submission Checklist

- Name and signature match across all documents, and all variances are accounted for
- All required forms submitted
- All required documents shared with AIMG Program via physiciansapply.ca where applicable
- AIMG Program designated to access and view English Language results
- Payment completed

Reminder: What you can view in your application is what the File Review Committee sees. Ensure all documents are complete, accurate, legible, and visible before submission.

Applicants are responsible for ensuring all documents are complete, accurate, and submitted in accordance with posted deadlines.