



Alberta International Medical Graduate Program



Alberta International Medical Graduate Program – 2027 Cycle Application Checklist

This checklist helps applicants confirm that all required supporting documents have been properly prepared, completed, uploaded and shared in accordance with AIMG Program requirements.

Submission of the 2027 Cycle Application Checklist is not required and does not impact eligibility; however, applicants are strongly encouraged to upload a completed copy as part of their application.

⚠ Applicants are responsible for ensuring all documents are complete, accurate, and submitted by the required deadlines. Incomplete applications will not be reviewed.

Supporting Documents will not be accepted by mail or in person under any circumstance.

INSTRUCTIONS: APPLICATION AND DOCUMENT UPLOAD:

- Visit www.aimg.ca and click “APPLY” in the top right-hand corner.
- New applicants must create a Profile; returning applicants should sign in with their previous login.
- Once your Profile is complete, the “Your Files” page will be available for documents upload.

All required documents must be submitted by the stated deadline(s) using one or more of the following methods:

- uploaded to the applications portal, and/or
- shared through physiciansapply.ca (as required) and
- shared through approved third-party organizations (eg. ELP testing agencies)

Documents must remain shared and accessible until CaRMS Match Day.

IMPORTANT: DOCUMENT COMPLETION:

Supporting documents **will be deemed INCOMPLETE** if they are:

- improperly executed (eg. incorrect format, missing notarization)
- illegible (eg. blurry, dark, or cut-off images)
- missing required attachments
- not submitted or shared through physiciansapply.ca or other third-party organizations (where required)

Incomplete documents will not be reviewed. Applicants will not be provided with reminders or opportunities to correct deficiencies.

NOTARIZATION / COMMISSIONING REQUIREMENTS:

Applications must have the following documents completed by a Notary Public or Commissioner for Oaths:

- the Alberta Identity Verification Form
- the Residency in Alberta Statutory Declaration (for Option C applicants) **MUST** be dated and notarized between May 1, 2026, and June 5, 2026.

Applicants are responsible for ensuring:

- documents have been accurately notarized/commissioned
- the notary is in good standing
- all images, signatures, and embossed seals and seal stamps are present and legible

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COMPLETING THE CHECKLIST:

- Check the boxes in the left column for all items that apply to you
- Check the boxes in the right column to confirm each document has been:
 - uploaded to the application portal, or
 - shared through physiciansapply.ca and third-party organizations where applicable

DEADLINE:

Main supporting documents deadline: (to be **uploaded** and/or **shared** by): Friday, June 5, 2026 @ 3:30 pm Mountain Time (MT). All other deadlines are listed on the ["Important Dates and Deadlines" webpage.](#)

Paying the Application Fee

- Application fee: CAD\$350, plus applicable processing fees paid online through the AIMG Application portal. (non-refundable)
 - Complete your Profile and upload at least one supporting document to activate payment link in the top right corner.
 - Payment does not complete your application - submit all required documents and any ELP and/or Administrative Exemption requests.
 - Once payment page opens, select "Register Here" to begin
 - Use your AIMG ID and the same email address as your application
 - *Accepted methods: Visa and Mastercard*
- Application Fee payment due: Friday June 5, 2026
- Applicants unable to pay via the listed method or by the deadline must request an Administrative Exception.

Special Notes (READ CAREFULLY):

- Supporting documents become the property of the AIMG Program. Retain copies for records.
- All uploaded and shared documents are visible to the AIMG Program.
- Applicants are responsible for ensuring all documentation meets eligibility requirements and deadlines for the options selected. (eg. ELP, proof of residency option etc.)
- Applicants applying under Option C must demonstrate continuous physical presence in Alberta for the full required period.
- The AIMG Program does not provide reminders or opportunities to correct deficiencies.

⚠ COMMON ERRORS (DO NOT SKIP)

Applicants frequently make the following errors:

Document Issues:

- Incomplete or partially completed documents
- Improper notarization or commissioning of required documents
- Submitting expired documents without providing an explanation
- Illegible documents uploaded (e.g., blurry, dark, or cut-off images)
- Incorrect file format (PDF or JPEG)
- Name/Signature variances not identified

Submission Issues:

- Failure to upload ELP testing results to the application portal
- Failure to share required documents/results through physiciansapply.ca or approved third-party organizations
- Uploading documents to the wrong section within the application
- Failure to ensure documents remain shared and accessible until required deadlines

Eligibility Issues:

- Insufficient documentation that does not clearly demonstrate continuous, day-to-day physical presence in Alberta for the required period
- Assuming small errors or omissions will be accepted

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CHECK (if applicable)	ELIGIBILITY CRITERIA	SUPPORTING DOCUMENT(S) REQUIRED	SHARED	UPLOADED
<input type="checkbox"/>	1. Application Fee	A non-refundable application fee of CAN\$350 is required for your application to move to the file review phase. See Page 2 for payment instructions.	APPLICATION FEE PAID YES NO	
<input type="checkbox"/> AND <input type="checkbox"/>	2. Identity Verification	Upload the 2027 Applicant Identity Verification Form . Applicants are responsible for ensuring that all fields are completed, a photo attached and verified by an Alberta Notary Public or Commissioner for Oaths between May 1-June 5, 2026. *All in-person notarizations MUST be completed by hand and notarized in person. Typed or digitally completed forms will not be accepted.		<input type="checkbox"/>
		Name or Signature Variance Form Legal name change(s) and all other name/signature variances MUST be indicated on the 'Name/Signature Variance Form'. Proof of legal name change MUST also be shared and verified through physiciansapply.ca. A. marriage certificate, and a certified English translation, where applicable; 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 (AE)	Applicants who have been granted an AE must upload all required documentation as outlined in their approved request.		<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"/> OR	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"/> OR	Option B	Applicants must submit the following: 1. 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 (if currently enrolled in postgraduate education) 2. 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. See Forms page.		<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Option C	24 weeks of Residence in Alberta. All 4 requirements below must be submitted :		<input type="checkbox"/>
	<input type="checkbox"/> AND	1. Upload a notarized/commissioned and properly executed Residence in Alberta Statutory Declaration Form downloaded from Forms , and dated for the current cycle. Must be dated between May 1-June 5, 2026. *All in-person notarizations MUST be completed by hand and notarized in person. Typed or digitally completed forms will not be accepted.		<input type="checkbox"/>
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> AND	2. Upload one or more of the following, confirming continuously living in and physically present in Alberta from December 1, 2025 to May 18, 2026 . • original or electronic Letter(s) of Employment containing <u>all</u> required information to confirm continuous employment in Alberta -OR- • original or electronic letter(s) from an accredited educational institution containing <u>all</u> required information to confirm continuously living in Alberta -OR- • original or electronic Guarantor Letter(s) prepared by an eligible guarantor person(s) or organizations confirming continuously living in Alberta		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	<input type="checkbox"/> AND	3. Upload a copy of an <u>active</u> Alberta Personal Health Card.		<input type="checkbox"/>
		4. Upload copy of applicant's <u>valid</u> and <u>current</u> Alberta Operator's License.		<input type="checkbox"/>

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CHECK (if applicable)	ELIGIBILITY CRITERIA	SUPPORTING DOCUMENT(S) REQUIRED	SHARED	UPLOADED
		1. MCCQE Part 1 Statement of Results showing a pass standing <i>shared</i> with the AIMG Program on your physiciansapply.ca account by October 23, 2026 .		
	OR <input type="checkbox"/>	2. Upload Registration receipt for the MCCQE Part 1 session (April to Sept 2026) by June 5, 2026. <i>Applicants must share access with the AIMG Program to the MCCQE Part 1 Statement of Results on your physiciansapply.ca account, showing a pass standing, by October 23, 2026.</i> <i>Applicants who cannot upload proof of registration before the June 5th deadline must apply for an Administrative Exception</i>		<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 20, 2026 .	<input type="checkbox"/>	
	OR <input type="checkbox"/> RETAKING NAC?	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 2026 session by June 6, 2025 . YES <input type="checkbox"/> NO <input type="checkbox"/> <i>Note: Only the most recent NAC score is applicable.</i> <i>Applicants must share access to NAC Exam Statement of Results showing a pass standing through physiciansapply.ca by November 20, 2026.</i> <i>Applicants who cannot upload proof of registration before the June 5th deadline must apply for an Administrative Exception</i>		<input type="checkbox"/>
<input type="checkbox"/>	9. Medical Degree <input type="checkbox"/> OR	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 5, 2026 . <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"/> <small>(if applicable)</small>	
	<input type="checkbox"/> <input type="checkbox"/>	Degree to be conferred by July 1, 2027; will share access with the AIMG Program to your medical degree on your physiciansapply.ca account with a status of “Reviewed and Accepted” by July 1, 2027 . AND Upload a Dean’s letter on official stationery, indicating applicant is in their final months of study and when the degree is likely to be conferred. -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 2027 Cycle Application Checklist – with your name and date completed below.		<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 2027 Cycle application:

Applicant’s Name (printed or typed)

Date