Resident Name: ____________________________  Program: ____________________________

CHECKLIST FOR
TRANSFERRING HOUSE OFFICERS FROM OTHER INSTITUTIONS

Process for Accepting Transferring House Officers Outside the MATCH / Off Cycle
According to ACGME Institutional Requirements, the institution and our ACGME-accredited programs are at risk for loss of accreditation if non-eligible residents are accepted into our training programs. For that reason, when applicants for positions are under consideration via transfer, the GME Office must be included in the process. The process follows the sequence:

1. Application is made by an individual to transfer from another ACGME-accredited program.
2. The receiving program reviews supporting documentation. If the applicant is considered to be suited to the position, the program obtains further information as appropriate and completes the checklist below.
3. The completed checklist is sent to the GME Office for review.
4. The GME Office will review the information and communicate approval/non approval to the program within three days of receipt of a completed checklist.
5. If the GME Office approves, the position may be officially offered to the applicant.

TRANSFERRING HOUSE OFFICERS FROM OTHER INSTITUTIONS

_______ Transfer Checklist
_______ Transfer Application
_______ Transfer Application Program Director Questionnaire
** This form must be completed by each program that the applicant has attended.
_______ Release Data to LSU Form
_______ Curriculum Vitae
_______ Original or Certified Copy of Diploma
_______ Dean’s Letter
_______ Residency Diploma (if applicable)
_______ Fellowship Diploma (if applicable)
_______ ECFMG Certificate (if applicable)
_______ Copy of All Licenses or Permits
_______ DEA (if applicable)
_______ USMLE Scores (All)
_______ ACGME or CanMEDS Milestones Assessments from the Prior Training Program

Revised April 2016
**Instructions:** LSU Program Director must review and verify the entire submission packet. Place an “X” in the box to verify completion.

1. Curriculum Vitae Reviewed by Program Director
2. All parts of the Application & Applicant Attestation reviewed by Program Director. (Any “yes” answers explained to program satisfaction?)
3. Reviewed by Program Director:
   - Original or Certified Copy of Diploma
   - Dean’s Letter
   - Residency Diploma (if applicable)
   - Fellowship Diploma (if applicable)
   - ECFMG Certificate (if applicable)
   - Copy of All Licenses or Permits
   - DEA (if applicable)
   - USMLE Scores (All)
   - ACGME or CanMEDS Milestones Assessments from the Prior Training Program
4. Training Dates Verified? Any gaps explained to program satisfaction?
5. ACGME required letter and program questionnaire from each program?
6. Licensure verified at State Website? No actions/limitations?
7. Copies of USMLE scores verified, reviewed?
8. Applicant has all USMLE Steps passed necessary for licensure?

Please submit any comments regarding the above required documentation that the program would like to explain to the GME Office

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________________________________________

Date Submitted to the GME Office for Review: ____________

Approved by the GME Office _________________

Not Approved by the GME Office _________________

Comments: __________________________________________________________

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DIO Signature ___________________________ Date ___________________________