

## Checklist – Fellowship International

### 8 - 10 Months Prior to desired start date

- Contact [Fellowship Program](#) in regarding availability of Fellowship positions.
- If the program is accepting fellowship applications, send your CV and results of [IELTS](#)\* (if applicable) to Fellowship Program
- If your application is approved by the program, your documents will be sent to the Postgraduate Medical Education (PGME) Associate Dean for approval. Approvals can take up to six weeks to complete.

### If Fellowship is approved by PGME:

- PGME will send an email regarding University of Calgary PGME online registration. Complete the registration. The administration fee of \$500 must be paid at the time of registration.
- Once PGME receives confirmation that you have completed the online registration, the Letter of Offer\* is sent to you via email. Ensure the information is accurate. Sign and return to the fellowship program administrator by email. (\*If you do not receive this within two weeks of registration, contact the fellowship program administrator)
- Apply for work permit for the duration of your training immediately following receipt of your Letter of Offer.

PGME will send you the Labour Market Impact Assessment Exemption application number and receipt from Immigration, Refugees and Citizenship Canada (IRCC). This information will be required to complete your work permit application. Ensure that you complete **all** steps to obtain your permit (ie Medical Exam). You will not be allowed to start your fellowship without a valid work permit.

Note: **Starting July 31, 2018**, you will be required to provide your fingerprints and photos (biometrics) when you apply for a visitor visa, study or work permit, or permanent residence if you are from **Europe, the Middle East or Africa**.

- You will receive an email from College of Physicians and Surgeons of Alberta (CPSA) providing a tracking number and a link to their online registration system. They will also advise of the required documents for obtaining licensure for your fellowship. Check your CPSA tracking on a regular basis to ensure all paperwork has been received. **The start date of your fellowship will be delayed if you do not have the appropriate CPSA license.**
- The Medical Education Office (MEO) will provide you with a list of required documents (i.e. Alberta Health Service Security Clearance (AHSSC), Confidentiality and User Agreement etc.). **All** requirements must be met before access will be provided to you for your fellowship site/location.
- Tuition is due September for the Fall session (July – December) and January for the Winter session (January – June). All tuition must be paid by the posted deadline or late fees will be assessed. Tuition for off cycle fellows will be adjusted as required. Tuition assessment can be viewed in the U of C Student Centre.