

Fellowship Training Program Application Process Sponsored Trainees

The standard academic year for Fellowship Training Programs at the Cumming School of Medicine at the University of Calgary is July 1 to June 30. However, start dates may vary as they are determined by individual programs and may begin off cycle.

Only sponsoring organizations that have existing educational contracts with the University of Calgary are eligible.

Application Submission: Applications must be submitted directly to their sponsoring organization. The sponsoring organization advises the Office of Postgraduate Medical Education (PGME) of your application. Only applications from a sponsoring organization, that have an existing educational contract with the University of Calgary, will be reviewed.

Preference will be given to those applicants who have met the [English Language Proficiency](#) requirement.

For **trainees who have trained outside of Canada**, identity and credentials must be verified through the [Physician Credential Registry of Canada](#) (PCRC).

Application Procedure: Approximately twelve (12) months prior to the desired start date – or according to the program’s application cycle – PGME will:

1. **Confirm program availability** – Contact the fellowship program to verify if applications are being accepted for the upcoming academic year.
2. **Submit the application** – if the program is accepting applications, PGME will send your complete application package directly to the program.
3. **Await program review** – The program will determine whether to conduct interviews and/or accept candidates.
4. **Notification** – Only successful candidates will be contacted.

Application Requirements: A complete application (submitted as a single PDF file) may include:

- A **financial guarantee** from the sponsor guaranteeing sponsorship.
- A **letter of intent** specifying the desired fellowship program and the reasons for applying.
- A **detailed Curriculum Vitae (CV)** outlining previous training.
- Copy of **awards and certificates** of participation in the specialty area of interest (English translation only).
- **Three (3) letters of recommendation** from previous supervisors (no more than three).
- If applicable, **evidence of English language proficiency** per CPSA standards.

Sponsored Trainee Application Cycle for Fellowships

(Trainees who are sponsored by a sponsoring agent who have an existing educational contract with the University of Calgary)

