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Resident Transfers – Overview

The purpose of these guide is to provide residency trainees clarity and direction with respect to the various processes associated with requesting to transfer to another training program. This document will outline the steps, timelines, documentation requirements, and application procedures for each of the processes.

There are many factors that impact the transfer process and limit the possibility of transfer requests being successful. These factors include but are not limited to program capacity to take on additional trainees, provincial funding model and availability of funding at the receiving Institution, and the volume of transfer requests received during each process. These factors should be considered when considering how to approach transferring.

There are currently 3 routes available to trainees who wish to transfer programs. The routes to transfer occur in succession and are a) internal transfer, b) transfer via CaRMS R1 2nd iteration, and c) national (external) transfer. This guide will provide a summary for each route.

Transfer mechanisms are not meant to be used to subvert the CaRMS residency match process (or other match/entry processes) and therefore, transfers are not permitted within the first 6 months of the academic year, and transferring from a core training program into a subspecialty is not permitted.

Internal Transfers

The internal transfer process was created to help ensure transparency and equal opportunity and access to available positions. This process occurs once per year and provides the opportunity to transfer to another training program at the University of Calgary.

The availability of specific programs does vary from year to year so the PGME office will canvas via the residency programs in the late fall (November) to determine which programs have capacity to take on additional trainees. The PGME office will then compile a list of the programs with capacity and communicate this to the eligible resident population via their UCalgary email and the PGME website at the beginning of December. Applications for transfer can only be made to the programs on the list for the current academic year.

Eligibility

You must meet the following criteria in order to be eligible to transfer:

- Enrolled in residency training at the University of Calgary
- Have completed a minimum of 2 blocks in your matched discipline (ie: if matched to Internal Medicine, you must have completed at least 2 blocks of Internal Medicine specific rotations)
- Be in good standing in your program, therefore not on probation

The transfer request must also be permissible based on the established entry pathways and program certification eligibility. The chart below outlines which types of transfers are permissible.

	Transfer Type	Example
Permitted	Core discipline to core discipline	Family Medicine to Pediatrics
Permitted	Subspecialty to subspecialty with the same core discipline	Geriatric Medicine to Palliative Medicine
Not Permitted	Transfer from core discipline to subspecialty	Internal Medicine to General Internal Medicine
Not Permitted	Transfer from subspecialty to subspecialty with a different core discipline	Pediatric Respiriology to Adult Respiriology

Please note the following:

- Trainees who are on leave are eligible to apply for transfer as long as they have completed a minimum of 2 blocks in their matched discipline.
- Trainees are only permitted to transfer programs once.
- Transfers can not be used to enter subspecialty training from the core discipline.
- For successful applicants who are nearing the end of their program, the transfer must occur prior to the completion date of their original residency program to qualify for funding.
- Sponsored international trainees are not eligible to transfer via this process.

Applying for transfer

Residents interested in transferring are required to submit their application for transfer to the pgme office for review and distribution to the programs. Only complete and eligible applications will be forwarded to the training programs. Complete applications must include the following documents:

- Internal transfer request form with signed consent to disclose your training file
- A letter containing personal statement regarding your request to transfer
- A copy of your CV

For internal transfers, the training file consists of all assessment and evaluation data to date. Assessment data will be provided by the PGME office to the program upon request.

The Application period to submit internal transfer requests is open for 3-weeks each year, between December 15th and January 5th. Applications for internal transfer must be submitted during this period, therefore applications submitted outside of this time will not be considered.

The transfer request form can be found on the [PGME website](#) and is to be submitted to pgmetransfers@ucalgary.ca prior to the end of the application period.

The Internal Transfer Process

File Review and Interviews

Once the application period closes, all eligible requests are provided to the residency program for review. Applicants will receive a notice from the PGME office this has been completed.

The residency program will then review the applications, request the training file (optional), and arrange interviews with any candidates they are considering. The decision to interview and review training files is at the discretion of the program.

Following the interview stage, the successful candidate will be offered a pre-transfer elective by the program.

Pre-Transfer Electives

It is required that potential transfer candidates participate in a pre-transfer elective, to ensure exposure to the specialty prior to being accepted for transfer and provides the opportunity for both the program and applicant to ensure that the new program is a good fit. While residents can apply to transfer to multiple programs, they can only agree to participate in one pre-transfer elective.

It is recommended that the pre-transfer elective length is 2 blocks, but the minimum length can be 1 block. If an applicant has recently completed an elective or rotation with the program (since July 1st of the current year), it could be counted towards the pre-transfer elective requirement.

At the end of the elective period the residency program will decide if they wish to accept the applicant into the program. If a transfer is offered by the program and accepted by the applicant, the following must be provided to the PGME office in order to facilitate the processing of the transfer.

- Receiving program provides: A copy of the written offer of transfer from the receiving program including the signed acceptance from the resident.
- Resident provides: A copy of the letter of resignation from the resident to their current training program.
- Original program provides: A copy of the letter of release from the current training program.

Once these documents are received, the PGME office will process the transfer on the trainee's file, issue a Letter of Engagement for the new program, and communicate the program changes with AHS and the CPSA.

Internal Transfer Timeline – 2024/2025 Academic Year

Below is the timeline for this year which outlines the deadlines for each step of the process. While programs can complete steps sooner than the dates listed below, these timelines are set to ensure that all programs are progressing at a similar pace as trainees may have applied for transfer to multiple programs. The timelines were set so that applicants who are unsuccessful in securing a pre-transfer elective are still able to pursue one of the other routes for transfer.

- November 17 - Program deadline to report capacity.
- November 20 - Program list will be posted on website and communications sent to trainees regarding upcoming application period.
- December 15 - January 5 - Application cycle is open. Trainees submit applications to the PGME office.
- January 8 - Applications are reviewed by PGME and forwarded to training program for review.
- January 13 - Program sends notification to trainee re: receipt of application.
- January 27 - Deadline for file review to be completed.
- January 31 - Deadline to offer interviews to applicants.
- February 24 - Deadline for completing interviews.
- March 3 - Deadline for training programs to make offers of pre-transfer electives. The training program must notify the PGME office once a pre-transfer elective is accepted.
- Block 10 - 12 (March 10 - June 1) - Pre-transfer electives occur during this period. Offer/rejection of transfer must be communicated by the training program at the end of the applicant's elective period.
- June 10 - Acceptance of transfer must be communicated to the PGME office by the receiving program on or before this date to begin transfer paperwork for July 1st.

Transfers via CaRMS

The second iteration of the R1 CaRMS match, can be utilized by individuals currently engaged in residency training to apply and transfer to an available training position. Eligibility criteria can be found on the [CaRMS website](#). Eligibility criteria may differ from province to province, so these should be reviewed for each province you are considering applying to.

The CaRMS system for the second iteration typically opens in the second half of January for applicants to update their profiles and prepare their application documents. Available programs will not be known until after the first iteration match day, which is typically in March. Programs will open for selection approximately 2-3 days after the first iteration and is typically open for 2 weeks. Full timelines for the second iteration can be found on the [CaRMS Website](#).

Programs will then complete their file review process. Due to the condensed timelines for the second iteration formal interviews are not conducted. The ranking period begins directly following file review.

Should you choose to participate in the second iteration of CaRMS and Match, you are contractually obligated to transfer to your matched program and university. Matching via CaRMS supersedes all other transfer options and will result in the removal of your application from the other transfer processes.

Note: International medical graduates and sponsored international trainees are not eligible to transfer via this process.

External Transfers

The national external transfer process was created to help ensure equal opportunity and access to available positions. This process occurs once per year and provides the opportunity to transfer to a training program at one of the other Canadian Universities.

As noted in the first section of this document, limited funding and program capacity at the receiving Institution, combined with the volume of transfer requests received do impact the ability of residents to transfer programs.

Eligibility

You must meet the following criteria in order to be eligible to transfer:

- Enrolled in residency training
- Have completed a minimum of 2 blocks in your matched discipline (ie: if matched to Internal Medicine, you must have completed at least 2 blocks of Internal Medicine specific rotations)
- Be in good standing in your program, therefore not on probation.

In addition to trainee Eligibility requirements listed above, the transfer request must also be permissible based on the established entry pathways and program certification eligibility. The chart below outlines which types of transfers are permissible.

	Transfer Type	Example
Permitted	Transfer to another University while remaining in the same residency program	Transfer From Neurosurgery to Neurosurgery
Permitted	Core discipline to core discipline	Family Medicine to Pediatrics
Permitted	Subspecialty to subspecialty with the same core discipline	Geriatric Medicine to Palliative Medicine
Not Permitted	Transfer from core discipline to subspecialty	Internal Medicine to General Internal Medicine
Not Permitted	Transfer from subspecialty to subspecialty with a different core discipline	Pediatric Respiriology to Adult Respiriology

Please note the following:

- Trainees who are on leave are eligible to apply for transfer as long as they have completed a minimum of 2 blocks in their matched discipline.
- Transfers can not be used to enter subspecialty training from the core discipline.
- Sponsored international trainees are not eligible to transfer via this process.

Applying for Transfer

Residents interested in transferring are required to submit their applications for transfer to the PGME office for distribution to the receiving University. The Application period to submit external transfer requests is between February 1 and March 31.

Complete applications must include the following documents:

- Transfer request form with signed consent to the discloser or the training file.
- A letter containing personal statement regarding your transfer request.
- A copy of your CV

For external transfers, the training file consists of all assessment and evaluation data to date and a summary from the PGME office of the trainee record (which may include leaves, FTE status, remedial activities and outcome, etc.).

Training files will be released to the receiving university upon request should there be capacity and funding to consider the request. The receiving university will provide the training file to the residency program for review.

The transfer request form can be found on the [PGME website](#) and must be submitted to the PGME office Registration Manager via pgmetransfers@ucalgary.ca by March 31st. Requests received after this date will not be considered.

The External Transfer Process and Timelines

All residents will be sent a notice each year regarding the national transfer process and timelines.

Applications will only be received during the application period. Once the application period closes, all requests will be compiled, and a list of requests provided to the receiving universities.

Transfer requests will be reviewed by receiving universities after the 2nd iteration of the CaRMS match has ended.

Receiving universities will consult with their training programs regarding capacity and reach out to the PGME office to request trainee files. Training files will only be released to the receiving university upon request. The receiving university will provide the training file to the residency program for review. The receiving residency program will review the file and arrange an interview.

Decisions to proceed with a transfer is at the discretion of the receiving program and university.

If a transfer is offered and accepted, the following must be provided to the PGME office in order to finalize and facilitate the processing of the transfer.

- Resident provides: A copy of the letter of resignation from the resident to their current training program.
- UofC program provides: A copy of the letter of release from the current training program.

Once these documents are received, the PGME office will process the transfer and issue a Letter of release to the receiving University and communicate with AHS and the CPSA regarding the transfer.