

**New Housestaff File Checklist (Non-ERAS)**  
Housestaff Appointment Checklist and Cover Sheet  
Office of Graduate Medical Education, UCSF Fresno

*Please fill out this form and attach documents for submission to the GME Office.*

Trainee Name: _____	Academic Year: _____
Program Name: _____	PGY Level: _____
Contract Dates: _____	DOB: _____
SS#: _____	Completed by: _____

Basic Application Documents - <b><u>REQUIRED</u></b>	Attached
ERAS Application/ Universal Application w/Addendum	<input type="checkbox"/> Yes
Medical Student Performance Evaluation (Dean's Letter)	<input type="checkbox"/> Yes
Letters of Recommendation 1 2 3 4	<input type="checkbox"/> Yes
Medical School Diploma (w/English translation if applicable)	<input type="checkbox"/> Yes
USMLE/COMLEX Transcripts	<input type="checkbox"/> Yes

Employment Eligibility Verification - <b><u>REQUIRED</u></b>	Please indicate
U.S. Citizen	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, indicate current status (visa type, perm res, etc.)	

Additional Documents (if applicable - see below)	Attached
Verification of Previous Training	<input type="checkbox"/> Yes    # of months: _____
Residency/Fellowship Completion Certificate	<input type="checkbox"/> Yes
Residency Final Milestone Report (for fellows and transfer residents)	<input type="checkbox"/> Yes
ECFMG Certificate (for IMG graduates)	<input type="checkbox"/> Yes
California Medical License (attach copy of license)	<input type="checkbox"/> Yes <input type="checkbox"/> Applied/Applying
DEA Certificate (attach copy of certificate)	<input type="checkbox"/> Yes

**Notes:**

- Medical School Diploma – If not yet issued, UCSF will collect after training has started.
- Verification of Previous Training – All training must be verified using primary source verification (see policy). If individual is considered a transfer resident see below for requirements.
- Residency/Fellowship Completion Certificate – If the individual has completed residency/fellowship training.
- Residency Final Milestone Report – For most recently completed residency program. Should be in the form of ACGME Milestones (if not available, contact program for a summative report). A report may not be available if the resident completed residency in a program not accredited by the ACGME or if the resident completed residency prior to the Milestones implementation.
- ECFMG – Certificate required for all IMG trainees. A status report is not acceptable.
- California Medical License – A valid (unexpired) license is required for US grad with 24 months of US training or IMG grad with 36 months of US training.
- DEA Certificate – Required if individual has a California Medical license – provide policy for fee waiver.

**Transfer residents:** Individuals are considered transfer residents under several conditions including: moving from one program to another within the same or different sponsoring institution; when entering a PGY2 program requiring a preliminary year even if the resident was simultaneously accepted into the preliminary PGY1 program and the PGY2 program as part of the match (e.g., accepted to both programs right out of medical school). Before accepting a transfer resident, the program director of the 'receiving program' must obtain written or electronic verification of previous educational experiences and a summative competency-based performance evaluation from the current program director. The term 'transfer resident' and the responsibilities of the two program directors noted above do not apply to a resident who has successfully completed a residency and then is accepted into a subsequent residency or fellowship program.