

	Due Dates			
	Feb 28	March 19	March 30	Aug 1
Current Residents/Fellows: 1. Transferring to another program 2. NOT Promoted due to no STEP 3 score	Personnel Action Form (PAF) <i>PRINT ON YELLOW PAPER</i>			
All Other Continuing Residents/Fellows	NO FORMS REQUIRED			
Graduating Residents/Fellows			Certificate Order Form	Annual Summative
NEW Residents/Fellows (ADVANCE MATCH)			Application Materials (see note below) NEW HIRE FORM	
NEW Residents/Fellows (MAIN MATCH)		Application Materials (see note below)	NEW HIRE FORM	

NOTE: GME Office – Minimum Paperwork Requirements for new Residents and Fellows

- ERAS application (if the candidate is not applying through ERAS, please call GME for a generic application)
- For non-ERAS applicants, CV listing all work experience since Medical School
- Letters of recommendation
- Personal Statement (if required by the program)
- ECFMG Certificate, if applicable
- USMLE scores:
 - Step 1, Step 2 CK and CS
 - Step 3 required for appointments at PGY 3 level or higher, or if the resident/fellow has a full license
- Visa status, if non-U.S. citizen....note: No H1-B visas!
- CURRENT contact information – this is especially important for advance match residents (ophthalmology, radiology, anesthesiology, neurology, fellowships). Please verify contact information before submitting paperwork to the GME Office.
- New Employee Hire Form (see <https://smhs.gwu.edu/sites/default/files/New%20Hire%20Form.pdf>)

Termination Form for graduating residents/fellows: Not Required

Certificate Order Form (see [https://smhs.gwu.edu/sites/default/files/Certificate%20Order%20Form%20-%20REVISED%207_7_2021\(1\).pdf](https://smhs.gwu.edu/sites/default/files/Certificate%20Order%20Form%20-%20REVISED%207_7_2021(1).pdf))