I. PURPOSE
To assist residency Program Directors and residency Academic Coordinators in following proper procedures for hiring international medical graduates.

II. POLICY
When considering an international medical graduate for a residency or fellowship position, programs should use the following checklist to avoid problems in the hiring process.

1. **Consult the GME Office immediately.** Ineligible candidates can be eliminated early to save time.
2. **Does the candidate have an ECFMG certification?** If yes, the certification must be current and valid. If not, the candidate must start the process (see GME 15.1, "International Medical Graduates-Eligibility and Exams"). The process of certification is very lengthy (one year in most cases) and this may render a candidate ineligible for hire in a given year.
3. **Does the candidate understand the J-1 Visa requirement?** This institution accepts non-US citizen residents only with a J-1 visa. If a candidate cannot or will not meet the J-1 visa requirement, the candidate will be ineligible. If the candidate is a US permanent resident (green card holder), the J-1 visa requirement does not apply. If the resident has been approved for a green card and has an EAC, contact the GME Office for approval.
4. **Is the candidate currently in residency training in the US?** If in an accredited US program, this likely means that the candidate is eligible. Verify #2 and #3 above, and instruct the candidate to consult ECFMG for application to transfer to another institution.
5. **Is this a candidate for a PGY-1 position?** International medical graduates applying for PGY-1 positions must come through the NRMP Match. The candidate should consult ECFMG for Match registration information and must have an NRMP Match number before he/she can be ranked. The candidate may be in the process of ECFMG certification when interviewed, but must understand that the current ECFMG certification is a prerequisite for being ranked on a program’s NRMP rank order list.
6. **Is this a candidate for a PGY-2 position through the NRMP match?** International medical graduates applying for PGY-2 positions in
advance programs must come through the NRMP Match (see #5 above). All candidates, if non-US citizens, must understand the institution’s J-1 visa requirement (see #3 above).

7. **Is this a candidate for PGY-2 or higher not matched through NRMP match?**

International medical graduates applying for fellowships or positions not offered through the Match must have a current and valid ECFMG certification. All candidates, if non-US citizens, must understand the institution's J-1 visa requirement (see #3 above).

8. **Is the candidate eligible for a Utah medical license?** It is an institutional requirement that all PGY-2 housestaff apply for their license by July 31 or within 30 days of hire. Many international medical graduates are not eligible for a Utah medical license because they have not had prior US residency training. If a candidate is not eligible for a Utah medical license, but is otherwise eligible for a residency position, the program director may apply to the GME Committee for a waiver of the licensing requirement. This must be done prior to the resident's start date (GME 1.3, "Medical License, Controlled Substance License, DEA and NPI numbers").

**Approval body:** Graduate Medical Education Committee  
**Approval date:** 5/05  
**Policy Owner:** Graduate Medical Education

**Historical Information:**  
Review dates: 5/05, 4/06, 4/07, 10/08, 11/09, 1/2011  
Revision dates: 10/08, 1/2011  
Approval dates: 12/08