



August 24, 2023

**Mayo Clinic School of
Graduate Medical Education**
Mayo Clinic College of Medicine and Science

Trainee Name, X.X.
email@email.com

Dear Doctor <<Name>>:

Your application for training was reviewed by the <<GEC>> Graduate Education Committee at the request of the Department of <<Department Name>>. We are pleased to inform you that the Committee approved your Mayo Clinic School of Graduate Medical Education (MCSGME) appointment in <<Program Name>> at Mayo Clinic's campus in Rochester, MN. Your MCSGME training program will begin <<start date>> at graduate/stipend level <<XXXX>>. Your projected end date is <<end date>>. Continuation and completion of the program depend upon your satisfactory progress in education, performance of all duties, and compliance with MCSGME policies.

Your appointment is contingent upon **receipt of the following** by MCSGME *before* the commencement of your training (a copy of these items may be uploaded by you into MedHub upon receipt of the message with onboarding instructions explained below):

- Official medical school transcript listing degree awarded, and date conferred, English translation required; contact your school registrar to have **final** transcript sent <<upon graduation>> to MCSGME—electronically to larkin.donna@mayo.edu or—hard copy to Mayo Clinic School of GME, 200 First Street SW, Floor 12 Siebens Bldg., Rochester, MN 55905, ATTN: Donna Larkin;
- Copy of your medical school and/or post-graduate diploma/completion certificate (copy of original AND translated in English if applicable). If certificate/diploma is not yet available, upload letter from institution verifying that you have completed all requirements and will be awarded a certificate/diploma. The graduation date must be prior to your program begin date.
- Copy of the MSPE/Dean's letter from your medical school;
- Copy of your score reports or transcript from appropriate test administrators (i.e., USMLE, LMCC, COMLEX);
- Valid copy of your ECFMG certificate, if applicable; and
- Copy of any residency completion certificate/diploma, when available (*after your start date is acceptable*);
- <<OTHER MISSING DOCUMENTS>>

You will be expected to report to MCSGME orientation beginning <<DATE, 202X>>. Orientation is mandatory and remuneration is provided for attending. (A program organized/specific orientation will be coordinated by your program coordinator independent of MCSGME.)

- New trainees are subject to the same requirements and process as Mayo Clinic employees regarding the vaccination policy as a condition of their appointment. Occupational Health Services will review immunization records of all incoming trainees as part of the MCSGME onboarding process. Exemption forms will be available to appointed trainees when the onboarding process begins (generally three to four months prior to program start).



In addition, you must:

- By <<orientation/start pay date>>, obtain/continue appropriate visa classification for the duration of your appointment at Mayo Clinic.
 - *For all questions regarding the visa process, contact the Legal Department-Immigration at GMEVisahelp@mayo.edu*
- Before your training start date, obtain appropriate medical licensure and/or registration, which is required with the <<site specific>> Board of Medical Practice before beginning your training program. To start this process *now*, please review the [Licensure webpage](#) regarding requirements and eligibility.
- Submit to and pass a urine drug screen and a health record review.
- Pass appropriate background checks.
- Provide proof of your legal right to work by bringing documents that establish identity and employment eligibility to Human Resources, <<Ozmun East Building at Lobby Reception>> desk, prior to your MCSGME orientation.
- Personally present your **original** Social Security card for name verification to Human Resources. <<International appointees without a Social Security number will receive instructions after starting your program on how to apply for one. Upon its receipt, present it to Human Resources.>>
- For details on the above items, see the [MCSGME Orientation](#) link. Click on <<Midwest>> Menu. They are applicable to you **after January 31 of your appointment year (202X)**.

Early February 202X, an email communication will be sent to your most current email address from our residency management system, MedHub, with onboarding instructions to complete registration information relative to the appointment. Therefore, it is imperative to keep us apprised of any changes to your email address.

Please sign and return your appointment letter electronically within **7 days** to <<GME Specialist>> at <<email@mayo.edu>>. By signing this letter, you accept appointment to MCSGME and you agree to comply with Mayo Clinic policies available on the Internet at [Summary of Terms and Conditions of Appointment](#).

The Mayo Clinic College of Medicine & Science (MCCMS) strives for inclusive learning and training environments. If you experience or anticipate experiencing any disability related barriers, please contact Disability Access Services at MCCMC.DS@mayo.edu.

Employment/stipend verifications for securing housing (rental or purchase) may be requested by contacting MCSGME Verifications at msgmeverification@mayo.edu. Requests to this e-mail can only be made prior to your start date in the Mayo Clinic training program.

If you have any questions, please contact <<GME Specialist>> at <<email@mayo.edu>>.

Sincerely,

<<Senior Associate Dean Signature>>

<<Senior Associate Dean Name, X.X.>>

Senior Associate Dean

<<GEC name>> Graduate Education Committee Chair

Mayo Clinic School of Graduate Medical Education

<<SAD/gmes (initials)>>



cc: <<PD>>
 <<EPC>>
 Tisha Doherty, Licensure & Credentialing Specialist

SIGNATURE: _____ DATE: _____
 <<Trainee Name (Same as addressee), X.X.>>