

Postgraduate Medical Education- Candidate Admissions Guide

This guide will provide detailed step-by-step instructions on how to submit an application to McGill Postgraduate Medical Education.

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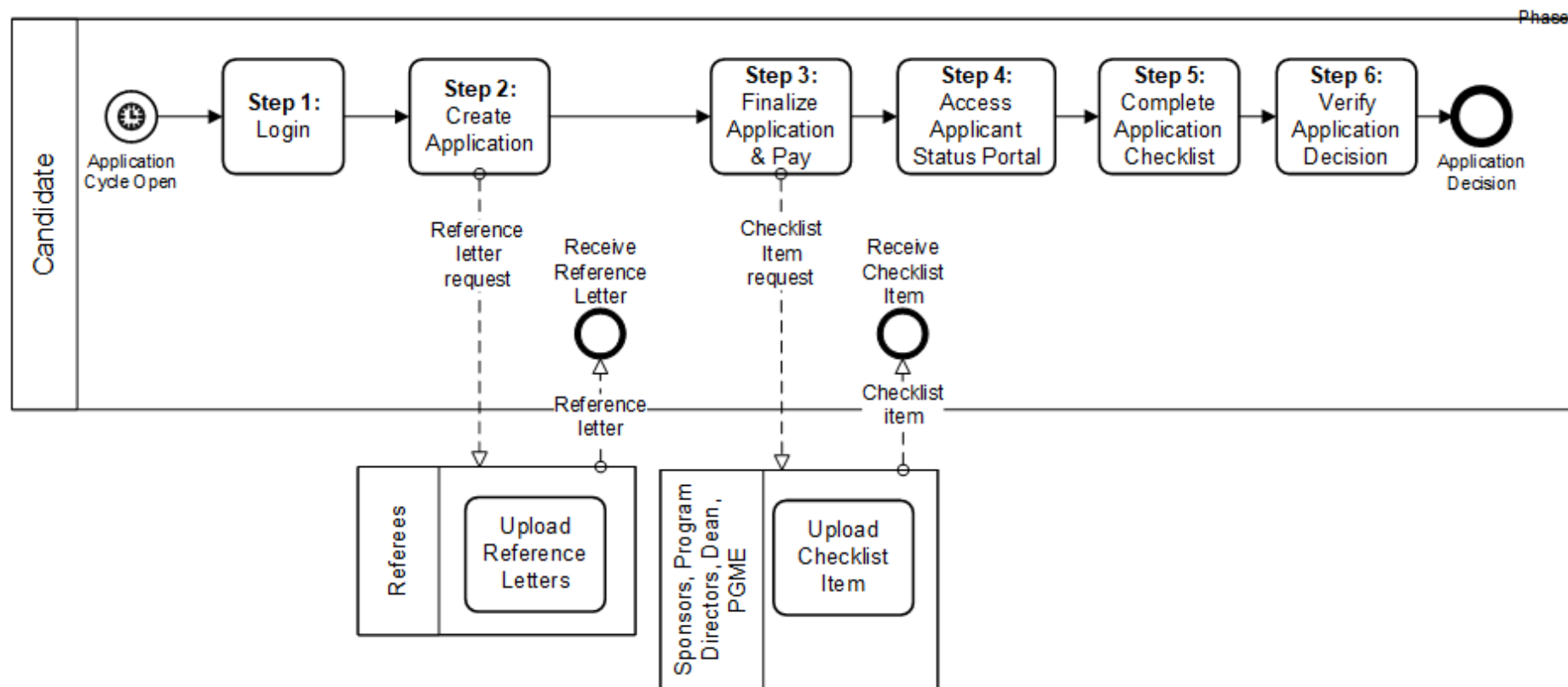
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Submit Application Process

The following process map graphically illustrates the Submit Application process. Each indicated step is described within this Guide.



Step 1. Login

Landing Page

The Application Management window will appear upon accessing the Postgraduate Medical Education admissions site:

Application Management

La version française est en cours de développement.

You will only be permitted to submit a maximum of 2 applications.

KIMS (Kuwait Institute for Medical Sciences) sponsored candidates will only be permitted to submit 1 application to a PGY1 entry Residency Training Program.

The [Applicant Guide](#) will help you successfully complete your application.

Le [Guide du candidat](#) vous guidera dans votre demande d'admission.

The PGME Office, McGill University reserves the right to require official academic records at any time during the admissions process, and rescind any offer of admission made if discrepancies between unofficial and official records(s) are found. As well, the University may verify any information provided by applicants and has the authority to cancel an application, withdraw an offer, or cancel a registration at any time if false information has been provided.

Submission deadlines differ by program; please ensure you know what they are and when they're due by visiting the appropriate [Dates and Deadlines webpage](#).

Returning users:

[Log in](#) to continue an application.

First-time users:

[Create an account](#) to start a new application.

First Time Users

1. Select "Create an account"	<div> <p>First-time users:</p> <p>Create an account to start a new application.</p> </div>
2. Indicate: Email Address (to be associated with your account) First Name, Last Name Birthdate 3. Click "Continue"	<div> <h3>Register</h3> <p>To register for an account, please enter the information requested below.</p> <p>Email Address <input type="text"/></p> <p>First Name <input type="text"/></p> <p>Last Name <input type="text"/></p> <p>Birthdate <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Continue</p> </div>
4. An email will be sent to the indicated email address with a temporary PIN 5. Once received, input your temporary PIN and birthday indicated in Step 2 6. Indicate a password for the account	<div> <h3>Login</h3> <p>A temporary PIN has been sent to your email address. If you</p> <p>Email switch</p> <p>Account</p> <p>Temporary PIN <input type="text"/></p> <p>Birthdate <input type="text"/> <input type="text"/> <input type="text"/></p> </div>
7. Access the application	

Returning Users

1. Select “Login”	<div> <div>Returning users:</div> <div> Log in to continue an application. </div> </div>
2. Log into your account using the provided email & password	
3. Access the application	

Step 2. Create Application

Start New Application

You will only be permitted to submit a maximum of 2 applications.

KIMS sponsored candidates will only be permitted to submit 1 application.

<div>1. Select "Start New Application"</div>	<div><div><h2>Application Management</h2><p>La version française est en cours de développement.</p><p>You will only be permitted to submit a maximum of 2 applications.</p><p>KIMS (Kuwait Institute for Medical Sciences) sponsored candidates will only be permitted to submit 1 application.</p><p>The Applicant Guide will help you successfully complete your application.</p><p>Le Guide du candidat vous guidera dans votre demande d'admission.</p><p>The PGME Office, McGill University reserves the right to require official academic records at any time of admission made if discrepancies between unofficial and official records(s) are found. As well, the University reserves the authority to cancel an application, withdraw an offer, or cancel a registration at any time if false information is provided.</p><p>Submission deadlines differ by program; please ensure you know what they are and when they're due to avoid any issues.</p></div><div><div><div>Your Applications</div><div>Type</div><div>You have started 2 applications using this account.</div><div>PGME Applicants 2023 - 2024</div><div>PGME Applicants 2022 - 2023</div></div><div>Start New Application</div></div></div>
<div><div>2. Select the Academic Year you are applying to</div><div>3. KIMS sponsored candidates please ensure to select "KIMS Applicants"</div><div>4. All others select "PGME Applicants"</div></div>	<div><div><div><div>Start New Application</div><div>candidates please ensure to select "KIMS Applicants" for a PGY1 entry Residency Training Program.</div><div>All others select "PGME Applicants"</div><div>Select an application type:</div><div>2022 - 2023</div><div><div>PGME Applicants 2022 - 2023</div><div>KIMS Applicants 2022 - 2023</div></div></div></div></div>

<p>5. Select "Create Application"</p>	<div> <div>Start New Application ×</div> <div> <p>Select the academic year you are applying to:</p> <p>KIMS sponsored candidates please ensure to select "KIMS Applicants"</p> <p>All others select "PGME Applicants"</p> <p>Select an application type:</p> <div>2022- 2023 ▾</div> <div>PGME Applicants 2022 - 2023 ▾</div> </div> <div> <div>Create Application</div> <div>Cancel</div> </div> </div>
---------------------------------------	---

Home

When selected, will display the Application Management window listing created applications along with their status.

Application Management

La version française est en cours de développement.

You will only be permitted to submit a maximum of 2 applications.

KIMS sponsored candidates will only be permitted to submit 1 application to a PGY1 entry Residency Training Program.

The [Applicant Guide](#) will help you successfully complete your application.

Le [Guide du candidat](#) vous guidera dans votre demande d'admission.

The PGME Office, McGill University reserves the right to require official academic records at any time during the admissions process, and rescind any offer of admission made if discrepancies between unofficial and official records(s) are found. As well, the University may verify any information provided by applicants and has the authority to cancel an application, withdraw an offer, or cancel a registration at any time if false information has been provided.

Submission deadlines differ by program; please ensure you know what they are and when they're due by visiting the appropriate [Dates and Deadlines webpage](#).

Your Applications

Type	Status	Started	Submitted
------	--------	---------	-----------

You have started 2 applications using this account.

KIMS Applicants 2022 - 2023	In Progress	06/07/2021	
PGME Applicants 2022 - 2023	In Progress	05/15/2021	

[Start New Application](#)

Instructions

Contains important information on the application process. Please ensure to read this section before starting your application.

Instructions

La version française est en cours de développement.

The Postgraduate Medical Education (PGME) Office welcomes applications for an accredited residency program and a post residency fellowship program. The mission of the PGME Office is to oversee the application process in its entirety, which includes providing support to applicants.

Our Office ensures that all applicants meet the admissions eligibility criteria for the program's review. The applicant selection is exceptionally competitive and may vary by academic discipline.

We encourage you to view our selection of programs and the admission requirements:

[Fellowship Program Descriptions](#) - [Fellowship Program Admission Requirements](#)
[Residency Program Descriptions](#) - [Residency Program Admission Requirements](#)
[AFC Program Descriptions](#)

Submission deadlines differ by program; please ensure you know what they are and when they're due by visiting the appropriate [Dates and Deadlines webpage](#).

Application Fees:

You will be charged for only one submitted application.

You will not be permitted to submit a second application until payment is made.

A valid credit card will be required to make Application Fee payments.

Select the Home page to access your applications and submit payment for any outstanding payments.

A decision cannot be made on your application until payment has been received.

Personal Background

Indicate personal background information. This information will be retained for any future applications

Name

Indicate name information as it appears on legal documents (example: passport)

Name	
Prefix	<input type="text" value="v"/>
First (Given)	<input type="text"/>
Middle	<input type="text"/>
Last (Family)	<input type="text"/>
Suffix	<input type="text" value="v"/>
Preferred First	<input type="text"/>

Addresses

Indicate your permanent and mailing address:

Addresses	
Permanent Address	
Country	<input type="text" value="Canada"/>
Street Address	<input type="text"/>
City	<input type="text"/>
Province	<input type="text" value="Select Province"/>
Postal Code	<input type="text"/>
Mailing Address	
Same as permanent	
Country	<input type="text" value="Canada"/>
Street Address	<input type="text"/>
City	<input type="text"/>
Province	<input type="text" value="Select Province"/>
Postal Code	<input type="text"/>

Email Address

The email address provided when creating your account will appear

Email Address	
Current Email	Change

Telephone Number

Indicate a mobile phone number where you can be reached

Telephone Numbers (include +country code)

Mobile

Biographical Information

Indicate your Gender.

To meet our government reporting obligations we are required to collect legal sex designation, with options limited to only two categories (male, female). Please note that McGill University is actively working with our government and post-secondary partners to create a more inclusive reporting system that recognizes and respects sex and gender diversity.

The birthday provided when creating your account will appear

Biographical Information

To meet our government reporting obligations we are required to collect legal sex designation, with options limited to only two categories (male, female). Please note that McGill University is actively working with our government and post-secondary partners to create a more inclusive reporting system that recognizes and respects sex and gender diversity.

Gender

Birthdate

Citizenship Information

Select your Primary and Alternative Citizenship.

If you only have one citizenship, please select the same citizenship in the Primary Citizenship and the Alternate Citizenship

Citizenship Information

Primary
Citizenship

Alternative
Citizenship --- If
you only have one
citizenship, please
select the same
citizenship in the
Primary Citizenshi
p and the
Alternate
Citizenship

Additional Background Information**Citizenship**

Select the appropriate response to indicated questions

Citizenship
Are you eligible to claim Quebec resident status? <input type="text"/>
Are you applying for permanent residency or Canadian citizenship? <input type="text"/>
Are you a permanent resident of Canada?*
<input type="text"/>

Languages

Select your knowledge level of English and French:

- None
- Limited
- Functional
- Native

Languages
Knowledge of English*
<input type="text"/>
Knowledge of French*
<input type="text"/>

Other

Indicate parent 1 and parent 2 first name and last name

Other
Father/ Parent 1 Last Name*
<input type="text"/>
Father/ Parent 1 First Name*
<input type="text"/>
Mother/ Parent 2 Last Name at birth*
<input type="text"/>
Mother/ Parent 2 First Name*
<input type="text"/>

Education Information

Indicate if your Medical Degree has been issued.

Indicate if you have previously applied to a McGill postgraduate program.

Education Information

You must provide us with an official translation of the MD degree (Diploma) written in a language other than English or French, that is, a translation bearing the seal of an official translator. A separate translation must be attached to each corresponding document.

Has your Medical Degree been issued?*

- ☐ Yes
☐ No

Have you previously applied to a McGill PGME program?

- ☐ Yes
☐ No

Indigenous people of Canada and the United States (First Nations, Inuit or Métis)

Indicate which community you belong to

Indigenous people of Canada and the United States (First Nations, Inuit or Métis)

Providing this information is optional. It will help us keep you informed of student services and improve our service to students from Indigenous communities. McGill is committed to increasing access for Indigenous applicants.

Please indicate which community you belong to:

- ☐ First Nations, American Indian, or Hawaiian Native
☐ Inuit or Alaskan Native
☐ Métis
☐ None of the above

First Nations, American Indian, or Hawaiian Native: Descendants of Indigenous peoples in Canada or the United States who are neither Inuit nor Métis people. This includes 'Status', 'Treaty', or 'Registered' Indians, as well as 'Non-Status' and 'Non-Registered' Indians.

Inuit or Alaskan Native: Indigenous people in Northern Canada or the United States who are from Alaska, Nunavut, Northwest Territories, Northern Quebec, or Northern Labrador.

Métis: Canadian people of mixed First Nations and European ancestry who identify themselves as Métis, as distinct from First Nations people, Inuit, or non-Indigenous people.

Program Choice

Program Choice

Residency: Programs accredited and recognized by the Royal College of Physicians & Surgeons of Canada or College of Family Physicians of Canada accredited residency program, leading to certification by the RCPSC and/or CFPC in the specialty or subspecialty concerned.

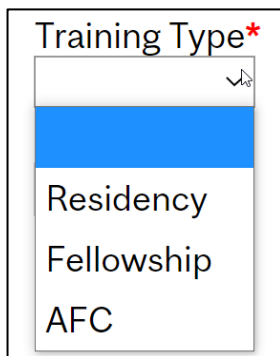
Fellowship: Programs not recognized by the RC and offering an educational experience beyond the requirements of the Royal College of Physicians and Surgeons of Canada and/or the College of Family Physicians. A fellowship is an opportunity to obtain advanced training and/or to acquire more specialized expertise not normally acquired during residency training, and it does not lead to certification by the RCPSC or the CFPC, and cannot be credited toward national certification requirements.

Submission deadlines differ by program; please ensure you know what they are and when they're due by visiting the appropriate [Dates and Deadlines](#).

Training type

Select the training type you are applying for:

- Residency
- Fellowship
- AFC



The image shows a screenshot of a web form. At the top, there is a label 'Training Type*' in red. Below it is a dropdown menu. The menu is currently open, showing three options: 'Residency', 'Fellowship', and 'AFC'. The 'Residency' option is highlighted with a blue background. A mouse cursor is visible over the dropdown arrow.

Program

Select the program you are applying for.

Programs listed will be limited to the selected training type

Residency Program Choice*	<input type="text"/>
Fellowship Program Choice*	<input type="text"/>
AFC Program Choice*	<input type="text" value="v"/>

Medical Education History

The PGME Faculty of Medicine requires that the medical school be listed in the [World Directory of Medical Schools](#) and that the degree be recognized in Canada. It is the responsibility of the applicant to confirm that.

Add your most relevant Medical School

Medical Education History

The PGME Faculty of Medicine requires that the medical school be listed in the [World Directory of Medical Schools](#) and that the degree be recognized in Canada. It is the responsibility of the applicant to confirm that.

Institution	Dates Attended
Add Institution	

[Continue](#)

Add Institution

Institution
Country
City
Province
Dates Attended to
Level of Study
Medical Degree

[Save](#) [Cancel](#)

Dean's Letter

If a Dean's Letter is required, indicate contact information for the UGME Officer of your Medical School

Dean's Letter

Indicate the UGME Officer of your Medical School

The Dean's letter is a letter of standing from the dean or principal of the medical school.
Typically, this document:

- Reports on activities during medical school; and/or
- Comments on performance in clinical rotations; and/or
- Gives a recommendation for further medical training; and/or
- Reports on time spent in each specialty or department (hours or weeks)

Please indicate the contact information of your university's UGME officer responsible for issuing the Dean's Letter.

Upon submission of your application, this person will be notified to provide the Dean's Letter and the Dean's Letter will appear as an outstanding checklist item on your status portal. Once received, the status will be updated to "Received".

Please order from your Medical School.

Prefix

First Name*

Last Name*

Email Address*

Continue

Postgraduate Training**Residency Training**

Residency Training
Are you currently in a Residency Training Program?*
<input type="radio"/> Yes
<input type="radio"/> No

Yes selected for currently in a Residency Training Program

Are you currently in Residency Training Program at McGill University?*
<input type="radio"/> Yes
<input type="radio"/> No

Yes selected for currently in a Residency Training Program at McGill

Are you currently in Residency Training Program at McGill University?*			
<input checked="" type="radio"/> Yes			
<input type="radio"/> No			
Residency Program*	<input type="text"/>		
Start Date*	<input type="text"/>	<input type="text"/>	<input type="text"/>
End Date*	<input type="text"/>	<input type="text"/>	<input type="text"/>

No to currently in a Residency Training Program at McGill

Are you currently in Residency Training Program at McGill University?*			
<input type="radio"/> Yes			
<input checked="" type="radio"/> No			
University Name*	<input type="text"/>		
University Country*	<input type="text"/>		
Residency Program*	<input type="text"/>		
Start Date*	<input type="text"/>	<input type="text"/>	<input type="text"/>
End Date*	<input type="text"/>	<input type="text"/>	<input type="text"/>

No selected for currently in a Residency Training Program

Specialty Certificates (max 2)

Do you have any Specialty Certificates?*

- ☐ Yes
☐ No

Yes selected for Specialty Certificates


Specialty Certificate 1	
University Name*	<input type="text"/>
University	<input type="text"/>
Country*	<input type="text"/>
Residency Program*	<input type="text"/>
Specialty Certificate 2	
University Name	<input type="text"/>
University County	<input type="text"/>
Residency Program	<input type="text"/>

No selected for Specialty Certificates

No further information is required

Postgraduate Training Documents

Documents will be required by your Program Director to complete your application file based on provided application information.

 <i>Note</i>	<p>The indicated program director will only be notified upon submission of your application.</p> <p>Allow up to 4 hours from time of submission for the notification to be sent.</p> <p>The indicated program director will only be notified once for applications submitted within the same academic year.</p>
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Attestation of Residency Training**Attestation of Residency Training**

The PGME Office reserves the right to not accept any correspondence it feels does not come from a trusted source. It is the applicant's responsibility to ensure that their program director is well-informed of the procedures and deadlines for submitting their letters.

Attestation of Residency Training:

The letter must be signed by the residency program director. The letter must describe the start and end dates of your residency, the rotations you have completed, your overall performance in the program and any leaves or absences.

Before you submit your application, you will need to contact your program director to ask for the **Attestation of Residency Training**.

You must register the name of your program director below.

It is your responsibility to ensure that your program director submits the **Attestation of Residency Training** by the [application deadline](#), and to remind them as the deadline approaches.

Upon submission of your application, the **Attestation of Residency Training** will appear as an "Awaiting" checklist item on your Applicant Status portal. Once received, the status will be updated to "Received".

**Program Director Contact Information
(to provide Attestation of Residency Training)**

Prefix*	<input type="text" value="v"/>
First Name*	<input type="text"/>
Last Name*	<input type="text"/>
Email*	<input type="text"/>
Position*	<input type="text"/>
University/ Faculty*	<input type="text"/>

Continue

Letter of Standing & Evaluations of ANY previous postgraduate training**Letter of Standing and Evaluations of ANY previous postgraduate training**

The PGME Office reserves the right to not accept any correspondence it feels does not come from a trusted source. It is the applicant's responsibility to ensure that their program director is well-informed of the procedures and deadlines for submitting their letters.

Letter of Standing: from your current program director, indicating start and end date in the program, rotations, overall performance and any leaves or absences

Before you submit your application, you will need to contact your program director to ask for the **The Letter of Standing and Evaluations of ANY previous postgraduate training**.

You must register the name of your program director below.

It is your responsibility to ensure that your program director submits the **The Letter of Standing and Evaluations of ANY previous postgraduate training** by the [application deadline](#), and to remind them as the deadline approaches.

Upon submission of your application, the **The Letter of Standing and Evaluations of ANY previous postgraduate training** will appear as "Awaiting" checklist items on your Applicant Status portal. Once received, the status will be updated to "Received".

Program Director Contact Information

(to provide The Letter of Standing and Evaluations of ANY previous postgraduate training)

Prefix*	<input type="text" value="v"/>
First Name*	<input type="text"/>
Last Name*	<input type="text"/>
Email*	<input type="text"/>
Position*	<input type="text"/>
University*	<input type="text"/>

[Continue](#)

Letter of Standing**Letter of Standing**

The PGME Office reserves the right to not accept any correspondence it feels does not come from a trusted source. It is the applicant's responsibility to ensure that their program director is well-informed of the procedures and deadlines for submitting their letters.

Letter of Standing: from your current program director, indicating start and end date in the program, rotations, overall performance and any leaves or absences.

Before you submit your application, you will need to contact your program director to ask for a **Letter of Standing**.

You must register the name of your program director below.

It is your responsibility to ensure that your program director submits the a **Letter of Standing** by the [application deadline](#), and to remind them as the deadline approaches.

Upon submission of your application, the **Letter of Standing** will appear as an "Awaiting" checklist item on your Applicant Status portal. Once received, the status will be updated to "Received".

**Program Director Contact Information
(to provide a Letter of Standing)**

Prefix*	<input type="text" value="v"/>
First Name*	<input type="text"/>
Last Name*	<input type="text"/>
Email*	<input type="text"/>
Position*	<input type="text"/>
University/ Faculty*	<input type="text"/>

[Continue](#)

Evaluations of ANY previous postgraduate training**Evaluations of ANY previous postgraduate training**

The PGME Office reserves the right to not accept any correspondence it feels does not come from a trusted source. It is the applicant's responsibility to ensure that their program director is well-informed of the procedures and deadlines for submitting their letters.

Before you submit your application, you will need to contact your program director to ask for **Evaluations of ANY previous postgraduate training**.

You must register the name of your program director below.

It is your responsibility to ensure that your program director submits the **Evaluations of ANY previous postgraduate training** by the [application deadline](#), and to remind them as the deadline approaches.

Upon submission of your application, **Evaluations of ANY previous postgraduate training** will appear as an "Awaiting" checklist item on your Applicant Status portal. Once received, the status will be updated to "Received".

Program Director Contact Information
(to provide Evaluations of ANY previous postgraduate training)

Prefix*	<input type="text" value="v"/>
First Name*	<input type="text"/>
Last Name*	<input type="text"/>
Email*	<input type="text"/>
Position*	<input type="text"/>
University/ Faculty*	<input type="text"/>

[Continue](#)

Fellowship Training

Fellowship Training

Are you currently in a Fellowship Training Program at McGill University?*

- ☐ Yes
☐ No

Continue

Electives

Indicate elective information for Undergraduate Clinical Electives and Residency Electives (max 2 rotations)

Electives

Please include the details of the elective rotations relevant to this application, and list the most recent elective first. Highlight your role and what responsibilities and skills it entailed, including any relevant information such as the hospital, supervisor name, and start and end date.

Undergraduate Clinical Electives

Rotation 1

Rotation

Start Date

End Date

Supervisor Name

Medical School

Medical School Country

Rotation 2

Rotation

Start Date

End Date

Supervisor Name

Medical School

Medical School Country

Residency Electives

Rotation 1

Discipline

Rotation

Start Date

End Date

Supervisor Name

Residency School

Residency School Country

Rotation 2

Discipline

Rotation

Start Date

End Date

Supervisor Name

Residency School

Residency School Country

Funding**Sponsoring Agency**

A Sponsoring Agency is required for candidate who have indicated their Primary Citizenship from one of the following:

- Saudi Arabia
- Kuwait
- Bahrain
- Oman
- United Arab Emirates
- Qatar

Select your Sponsoring Agency and click “Continue”

Funding

Sponsoring Agency*

Continue

Source of Funding**Funding**

Acceptable Scholarships must be granted by a non-profit source. This can be a government, a scientific or international organization, a University, Hospital, Faculty of Medicine. All other scholarships (for example, self-funding) will be refused. Unfunded training is not possible. Please review the [PGME Policy on funding](#).

Additionally, scholarships must cover tuition fees and other student fees for the duration of the program you are applying to. Please consult the appropriate section on the [McGill Student Accounts website](#). Tuition rates are established by the University yearly, and they are based on students registered for 52 weeks.

Residents who have obtained their MD in Québec and/or who are currently registered in a residency training program or did a residency training in a Québec Faculty of Medicine in a contingent régulier or contingent particulier position can ONLY apply for fellowship programs via [formation complémentaire](#), and to a residency program via [seconde formation/poursuite de formation](#) ONLY.

Admission to residency training programs, (positions funded by the Québec Ministry of Health-MOH), is limited to graduates of accredited medical schools, accredited medical schools in Canada and the United States of America, and International medical graduates who completed the equivalence process of the Collège des médecins du Québec.

Source of Funding*

Continue

When displayed, indicate the Sponsor Organization/ University/ Faculty:

Sponsor Organization/ University/ Faculty

Other selected for Source of Funding

Indicate the Source of Funding and Country

Please specify

Country

Match Participation

Indicate if you are participating in a match

Match Participation

Please note that if you are applying for a position through a matching system and are matched to a program through such matching system, any offer made to you by McGill University will be automatically withdrawn and considered null and void

Are you participating in a match?*

- ☐ Yes
☐ No

Yes selected for Match Participation

Select the match and provide an explanation

Please select the match you are participating in*

Explanation*

Other selected for match

Specify the match and provide an explanation

Please select the match you are participating in*

Please specify*

Explanation*

Exam Results

Medical Identification Number of Canada (MINC)

If available, provide your Medical Identification Number of Canada (MINC)

Please provide your Medicine Identification Number of Canada (MINC):

Exams

By default, all listed exams will be set to “Not Applicable”

ECFMG- Educational Commission for Foreign Medical Graduate

LMCC- Licentiate of the Medical Council of Canada

MCCEE- Medical Council of Canada Evaluating Examination

MCCQE Part I- Medical Council of Canada Qualifying Examination

MCCQE Part II- Medical Council of Canada Qualifying Examination

USMLE Step 1- United States Medical Licensing Examination

USMLE Step 2 CK- United States Medical Licensing Examination

USMLE Step 2 CS- United States Medical Licensing Examination

USMLE Step 3- United States Medical Licensing Examination

Where applicable, select “Completed” for completed exams or “Registered For” for exams that you are currently registered to

Completed Exams

Indicate the completed date, Pass/ Fail and the obtained score

Completed Date	<input type="text"/>	<input type="text"/>	<input type="text"/>
Pass/ Fail	<input type="radio"/> Pass <input type="radio"/> Fail		
Score	<input type="text"/>		

Registered Exams

Indicated the date registered for the exam.

Registered Date	<input type="text"/>	<input type="text"/>	<input type="text"/>
-----------------	----------------------	----------------------	----------------------

Employment Information

Please add any positions you have held, including training, residency and research positions (max 2)

Employment Information

Please indicate any positions you have held, including training, residency and research positions. Provide dates starting from the most recent.

Institution and Department	Dates of Employment
Add Employer	

Add Employer

Institution and Department

Country

Canada

City

Province

Select Province

Telephone

Dates of Employment

to

Present

Starting Position

Ending Position

Save

Cancel

Recommendations

McGill requires that 3 persons (referees) be provided for each application.

Reference letters must be written in the last 2 years and cannot be from relatives.

Indicate persons (referees) WHO HAVE AGREED TO SEND REFERENCES in support of your application. It is your responsibility to ensure that these are submitted in a timely fashion.

All reference letters are confidential and cannot be disclosed to candidates.

Recommendations

Reference letters must be written in the last 2 years and cannot be from relatives.

Indicate persons (referees) WHO HAVE AGREED TO SEND REFERENCES in support of your application. It is your responsibility to ensure that these are submitted in a timely fashion.

All reference letters are confidential and cannot be disclosed to candidates.

Name	Status
Add Recommender	

Add Recommender

Prefix

First Name

Last Name

Organization

Position/Title

Relationship

Telephone

Email

Note: Use your recommender's institutional or corporate email address. Submissions from anonymous email addresses (Gmail, Hotmail, Yahoo) may be subject to additional review.

Your name will be displayed to recommender as:
[Change](#)

Send To Recommender

Cancel

The indicated referees will be notified by email of a reference letter request where they will be able to upload the reference letter as soon a “Send to Recommender” is selected.

The referee will be notified each time they are indicated (including if you submit multiple applications and indicate the same referee). They will upload the reference letter for each application.

Consent

Consent to release personal information is required before being able to submit your application.
Please ensure to read the consent text carefully before providing consent.

Review

Information required before being able to submit your application will appear within the Review tab.

Review

We have detected the following errors with your application.
These errors must be corrected before submission.

Section	Required Field or Error
Instructions- PLEASE READ	Payment is required before processing a second application
Personal Background	Name, Phone, Citizenship, Alternative Citizenship, Gender and/or Bithdate missing
Additional Background Information	Family Information
Additional Background Information	Language Knowledge
Postgraduate Training	Postgraduate Training Information
Postgraduate Training	Residency Training Information
Consent	Please complete prior to submission.

You will be charged for only one submitted application.

If already paid, the "Finalize Application & Pay" will bring you to your Applicant Status Portal.

You will not be permitted to submit a second application until payment is made.

A valid credit card will be required to make Application Fee payments.

A decision cannot be made on your application until payment has been received.

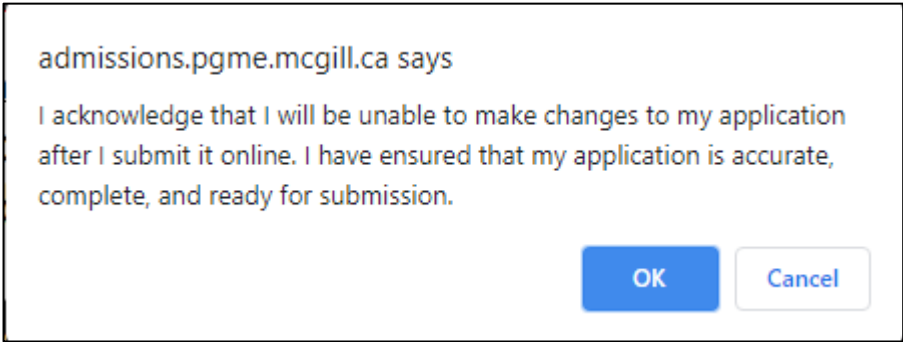
Step 3. Finalize Application and Pay

Once all information from the Review page has been provided, the Finalize Application and Pay button will be available.



You may modify your personal information (addresses, email, password) on the Applicant Status Portal but you will not be able to change your application program selections or the name of the referees and their contact information once the application is submitted.

If you realize that there is a mistake on your application after you’ve submitted it, please contact pgmedoc@mcgill.ca. Please do not submit a new application, we will make the necessary changes.



Submit Payment

You will be charged for only one submitted application.

If already paid, the "Finalize Application & Pay" will bring you to your Applicant Status Portal.

You will not be permitted to submit a second application until payment is made.

A valid credit card will be required to make Application Fee payments.

Remember that we cannot make a decision on your application until payment has been received.


1. Select “Submit Payment”

Submit Payment

Payment Details

Description	Application Fee
Amount Due	\$

Submit Payment

2. Provide valid credit card information 3. Select “Process Transaction”	
4. A Payment Received confirmation will appear 5. Select “Return to Status” to access your Applicant Status Portal	<div data-bbox="768 352 1442 520"> <p>Payment Received</p> <p>The payment of \$ has been successfully received.</p> <p>Return to Status</p> </div>
6. Access the application	

A notification will be sent confirming the submission of your application where a link to the Applicant Status Portal will be made available.

A notification will be sent containing the receipt for Application Fee payment.

Unpaid Application Fees

The status of your application will appear as “Awaiting Payment” for any applications where the Application fee is due.

Your Applications			
Type	Status	Started	Submitted
You have started 2 applications using this account.			
PGME Applicants 2022 - 2023	In Progress	04/12/2021	
PGME Applicants 2022 - 2023	Awaiting Payment	04/12/2021	04/12/2021

You will be unable to access your Applicant Status Portal until the Application Fee has been paid.

Step 4. Access Applicant Status Portal

Welcome

Upon Submission of your Application, the Applicant Status Portal will appear.

The link to the Applicant Status Portal is available within the notification confirming the submission of your application.

You will be unable to access your Applicant Status Portal until the Application Fee has been paid.

Welcome to your Applicant Status Portal,

Thank you for applying to McGill University Postgraduate Medical Education for:

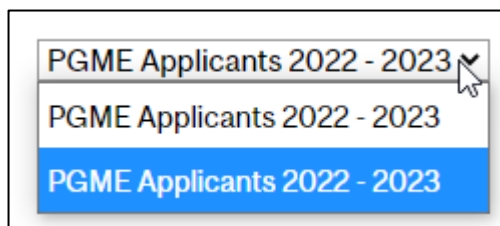
Please ensure to check your Applicant Status Portal regularly for updates on decisions, activities and required Application Checklist items (as they may take up to 30 minutes to appear).

For any changes to your application or support, please contact pgmedoc@mcgill.ca.




Please ensure to check your status portal regularly for updates on decisions, activities and required Application Checklist items (as they may take up to 30 minutes to appear)

Multiple Applications


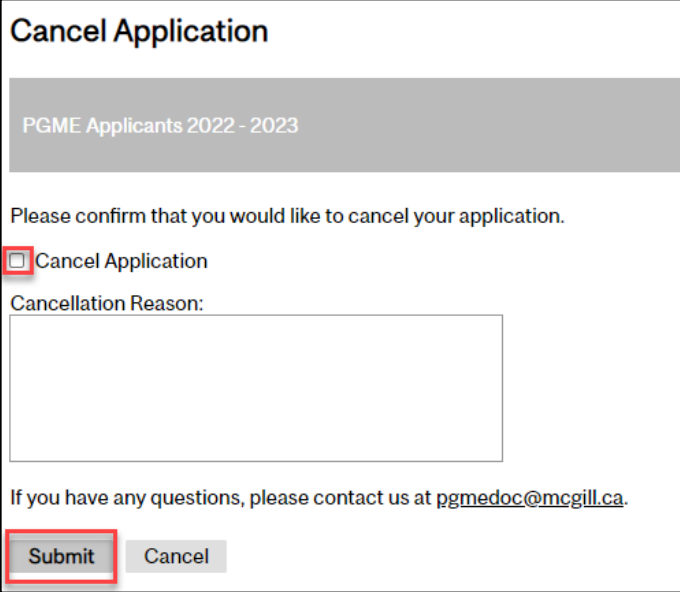
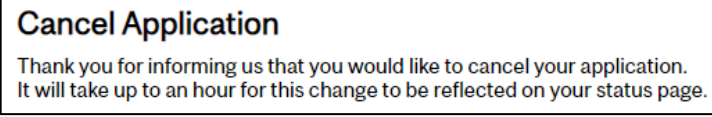
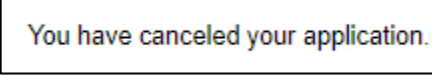
Multiple Applications will be accessible via the drop-down located in the upper –right of the Status Portal.



Application Status

<div>  <p>You have submitted your application.</p> <p>A decision cannot be made on your application until all of the required supporting documents have been received.</p> </div>	
<p>Application has been submitted. Required Checklist Items to be provided</p>	
<div>  <p>You have completed your application!</p> </div>	All Required Checklist Items have been received
<div>  <p>Your application is not supported by <i>[Sponsor Name]</i></p> </div>	Application is not supported by the indicated Sponsoring Agency
<div> <p>You have canceled your application.</p> </div>	Application has been canceled

Cancel Application

<p>1. From the Applicant Status Portal, select “Cancel application”</p>	
<p>The Cancel Application Form will appear</p> <p>2. Confirm the cancellation</p> <p>3. Provide a reason</p> <p>4. Select “Submit”</p>	
<p>A confirmation message of the cancellation will appear</p>	
<p>Your application status will be updated to Cancelled</p>	

Activities

Payment activities and Application Fee receipt will appear:

ACTIVITIES

Date	Details
	Payment Received: Application Fee

▼ Application Fee Receipt

Name	
Transaction Type	Purchase- Received
Date and Time	
Credit Card Transaction	
Response	Received
Amount Paid (CAD)	
Service Paid	Application Fee
Application #	
Training Type	
Program Choice	
Academic Year	
Merchant Name	McGill University PGME Admissions
Thank you for your payment—please note that these fees are non-refundable 688 SHERBROOKE ST W, RM 750, MONTREAL, QC	

Modify Personal Information

Provided address Information, email and your password can be modified from the Applicant Status Portal

Edit Addresses

<p>1. Select “Edit Addresses”</p>	<p>ADDRESS INFORMATION</p> <hr/> <p>We have your addresses listed as follows:</p> <p><i>Mailing Address</i> <i>Permanent Address</i></p> <p>Edit Addresses</p>
<p>The Update Record Form will appear</p> <p>2. Update the appropriate information</p> <p>3. Select “Save”</p>	<p>Update Record ×</p> <p>Mailing Addresses</p> <p>Address #1 Delete</p> <p>Country <input type="text" value="Canada"/></p> <p>Street Address <input type="text" value="7522 Beique"/></p> <p>City <input type="text" value="Montreal"/></p> <p>Province <input type="text" value="Quebec"/></p> <p>Postal Code <input type="text" value="H4K1A3"/></p> <p>Address Type <input type="text" value="Mailing Address"/></p> <p>Valid From optional <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Valid Until optional <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Address #2 Delete</p> <p>Country <input type="text" value="Canada"/></p> <p>Street Address <input type="text" value="7522 Beique"/></p> <p>Save Cancel</p>

Change Email Address

<p>1. At the bottom of the Applicant Status Portal, select “Change Email Address”</p>	<p>Change Email Address Change Password Logout</p>
<p>2. Indicate the new email address and select “Request Change”</p>	<p>Change Email</p> <p>In order to change your email address, enter your new email address below. Upon clicking Request Change, you will be emailed, to your new address, a confirmation link. Click on that link and log in using your current email address and password to complete the change.</p> <p>Name</p> <p>Current Email Address</p> <p>New Email Address <input type="text"/></p> <p>Request Change</p>

Change Password

1. At the bottom of the Applicant Status Portal, select “Change Password”	<div>Change Email Address Change Password Logout</div>
2. Indicate the new password and select “Set Password”	<div><div><div>Set Password</div><div>To protect the security of your account, please specify a new password. The password must meet complexity requirements.</div><div><div>New Password</div><div>New Password (again)</div></div><div><div><div></div><div></div></div><div><div>At least one letter</div><div>At least one capital letter</div><div>At least one number</div><div>Be at least 12 characters</div><div>New passwords must match</div></div></div></div></div>

Update indicated Referees

Indicated referees can be updated if they have not already provided a recommendation letter.

1. At the bottom of the “Required Checklist Items”, select “recommendations page”

To re-send notification emails to your recommenders, re-visit the [recommendations page](#), click "Edit", and then click "Send Reminder".

2. Select “Edit” for the referee to be modified

Recommendations

Reference letters must be written in the last 2 years and cannot be from relatives.

Indicate persons (referees) WHO HAVE AGREED TO SEND REFERENCES in support of your application. It is your responsibility to ensure that these are submitted in a timely fashion.

All reference letters are confidential and cannot be disclosed to candidates.

Name	Status
Referee 1, Referee 1	In progress as of April 7 Edit
Referee 3, Referee 3	Sent to recommender on April 7 Edit
Referee Change, Referee Change	Sent to recommender on April ... Edit

[Continue](#)

3. Click on “Exclude”

Edit Recommender

[Prev](#) [Next](#) ×

Prefix

First Name Ref3

Last Name Ref3

Organization O

Position/Title P

Relationship R

Telephone

Email

Status Sent to recommender on

Your name will be displayed to recommender as:

[Send Reminder](#)

[Exclude](#)

[Cancel](#)

4. The excluded Referee will appear as “Excluded from consideration”
5. Click Add Recommender to add a new Referee with the appropriate contact information

Name	Status
Add Recommender	
	Excluded from consideration Edit
	Excluded from consideration Edit

Step 5. Complete Application Checklist**Required Checklist Items**

The Application Checklist will list supporting documentation required to complete your application.

Please ensure to check your status portal regularly for updates on required Application Checklist items as items make take up to 30 minutes to appear.

Remember that we cannot make a decision on your application until we have received all of the required supporting documents.

It is your responsibility to ensure Sponsors, Program Directors, Deans and/or indicated referees provide checklist items in a timely manner.

REQUIRED CHECKLIST ITEMS

Listed below are required supporting documents needed to complete your application.

Some required documents will be provided by your sponsor, program directors, UGME Office, referees and/or McGill PGME.

These documents will not be selectable; however they will appear on your Required Checklist Items.

It is your responsibility to ensure Sponsors, Program Directors, UGME Officers and/or indicated referees provide checklist items in a timely manner.

Status	Details	Date
✓. Received	Curriculum Vitae	04/01/2021
✗. Awaiting	Exam Copy- USMLE Step 1	
✓. Received	International Proof of Citizenship (Passport)	04/07/2021
✓. Received	Letter of Support (Sponsor provided)	04/14/2021
✗. Awaiting	Medical Degree- Copy	
✗. Awaiting	Medical School Transcript	
✗. Awaiting	Personal Statement	
✗. Awaiting	Recommendation from Referee 1 Referee 1, Organization Sent to recommender on 03/31/2021.	
✗. Awaiting	Recommendation from Referee 2 Referee 2, Organization Sent to recommender on 03/31/2021.	
✗. Awaiting	Recommendation from Referee 3 Referee 3, Organization Sent to recommender on 03/31/2021.	

To re-send notification emails to your recommenders, re-visit the [recommendations page](#), click "Edit", and then click "Send Reminder".

Status & Date

Each checklist item will have a status indicating if it has been received or not and the date on which it was received:

✓. Received

✗. Awaiting

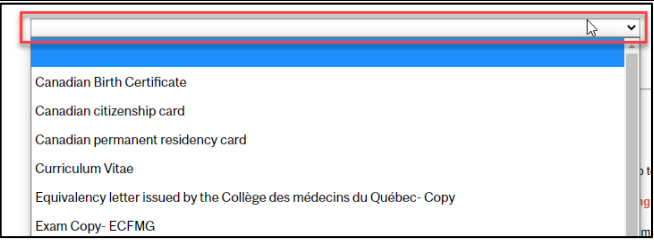


Upload Documents

Where received documents are listed and where checklist items can be uploaded.

UPLOAD DOCUMENTS


Should you wish to upload additional supporting documentation that is **not required**, select the material type "Additional Supporting Documents".

No file chosen

<p>1. Use the Material-Drop to select the appropriate Material Type</p> <p>Required materials are listed on your Application Checklist</p>	
<div> <div>  <p>Note</p> </div> <div> <p>Should you wish to upload additional supporting documentation that is not required, select the material Type "Additional Supporting Documents"</p> </div> </div>	
<p>2. Select "Choose File"</p> <p>3. Browse and select the appropriate document</p> <p>4. Click "Upload"</p>	
<p>The uploaded material will appear listed</p>	<div> <p>We have received the following documents from you:</p> <ul style="list-style-type: none"> 03/30/2021 02:30 PM - Curriculum Vitae 03/30/2021 02:56 PM - Personal Statement </div>

Some required materials will be provided by your sponsor, program directors, UGME Office, Referees and/or PGME.

These materials will NOT be selectable in the material uploader, but WILL appear on your Application Checklist.

<div>  <p>Note</p> </div>	<p>The Application Checklist status will not immediately be updated upon material upload.</p>
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Step 6. Verify Application Decision

Coming soon! Please check back shortly for information.

Support

If you require any support concerning the application process, contact pgmedoc@mcgill.ca