



DOCUMENTATION REQUIRED FOR THE APPOINTMENT / RE-APPOINTMENT OF VISA TRAINEES

The Postgraduate Medical Education Office requires the following items from the Departmental Program Director in order to process work permit paperwork for fellowship/residency appointees who are not Canadian citizens/permanent residents (“visa trainees”):

1. A departmental letter or signed form which confirms the residency or fellowship appointment/re-appointment and includes the start and end date of the residency or fellowship as well as the source and approximate per annum amount of funding, and must include the following phrase:
The foreign national receiving remuneration as a medical resident, clinical fellow or research fellow is being remunerated at a rate commensurate with that of a Canadian performing the same duties in the same location of work as the foreign national.
2. A photocopy of the passport information page of the appointee’s current passport.
3. An up-to-date curriculum vitae that includes the appointee’s date of birth, citizenship, residential address, e-mail address, and current employment.
4. A photocopy of the appointee’s original medical degree (plus English translation where applicable).
5. A photocopy of the appointee’s original specialty certification (plus English translation where applicable). This documentation is necessary for clinical fellowship appointments only (not for research fellowships).
6. A statement of educational objectives for clinical fellowship in downloadable PGME template format (for clinical fellowship appointments only).
7. A photocopy of the appointee’s Medical Council of Canada Evaluating Examination results (for residency training appointments only, where applicable).
8. Payment of University of Toronto Visa Processing Fee by credit card (VISA Card, MasterCard or American Express Card only) in the form of a note or form which authorizes payment from the appointee’s credit card account (the note or form must include the credit card number and expiry date, as well as the signature of the appointee). Payment by cheque or international money order payable to the University of Toronto in the amount of **\$155.00 CAD** (effective July 2017) is also acceptable.

NB: For **re-appointments**, items 1 and 8 are required for residents and research fellows, while items 1, 6 and 8 are required for clinical fellows.

May 2017