

OFFER LETTER REQUEST FORM

Graduate Medical Education



Do not make offers of employment in writing, including emails or texts, other than the official offer letter signed by the Program Director and GME Director.

Program Name		Start Date	
Years Anticipated to Complete Program		PGY Level	
*For Programs Not Using the Match	Applications Received:	Candidates Interviewed:	
*For IM and Gen Surg Only	☐ Preliminary ☐ Categorical		

TRAINEE TYPE

- ☐ New Resident/Fellow*
☐ Transitioning from Another USF Program
☐ Current USF Resident Appointed as Chief Resident

**See next page for special instructions for trainees transferring institutions to complete their programs.*

REQUIRED DOCUMENT MATRIX

DOCUMENT	NEW	TRANSITIONING	CHIEF
Updated CV	✓	✓	✓
Applicant Acknowledgement & Attestation	✓	✓	✓
Pre-Screening Form	✓	✓	✓
Letter(s) of Recommendation <i>If currently in a program, one letter must be from trainee's current PD.</i>	✓ 3 letters	✓ Radiology 4-Year Pathway: 1 letter from current PD	✓ 1 letter from Current PD
		✓ All Other Applicants: 3 letters	
USMLE/COMLEX Scores <i>Unofficial scores are accepted for offer letter. Official scores are required for onboarding.</i>	✓		
ERAS or GME Application	✓	Radiology 4-Year Pathway: N/A	
		✓ All Other Applicants	
ECFMG (if applicable)	✓		
MSPE (if available)	✓		
Verification of Prior GME Training	✓		

OFFER LETTER REQUEST FORM

Graduate Medical Education

SPECIAL INSTRUCTIONS FOR TRAINEES TRANSFERRING INSTITUTIONS TO COMPLETE THEIR PROGRAMS

Per the ACGME Program Requirements, the program must obtain verification of previous educational experiences and a summative competency-based performance evaluation prior to acceptance of a transferring resident, and Milestones evaluations upon matriculation.