

This is a sample template that is personalized for each resident.



200 First Street SW
Rochester, Minnesota 55905
507-284-2220
mayoclinic.org

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

<<DATE>>

<<TRAINEE>>

<<EMAIL>>

Dear <<SALUTATION>>:

We are pleased you matched through the National Resident Matching Program with a Mayo Clinic School of Graduate Medical Education (MCSGME) training program in <<PROGRAM>> at Mayo Clinic's campus in <<site specific>>. Your first year of training will be in Preliminary <<PROGRAM>> beginning <<July 1, 202X>> at graduate level <<XXX>>. Training will continue in <<PROGRAM>> beginning <<July 1, 202X>> and follow normal graduate level/stipend level progression. --OR-- **Your MCSGME training program will begin <<July 1, 202X>> at graduate level <<one>>.** Your projected end date is <<June 30, 202X>>. Continuation and completion of the program depend upon your satisfactory progress in education, performance of all duties, and compliance with MCSGME policies.

In the near future, you will receive an email communication from our residency management system, MedHub, with onboarding instructions. Your signed appointment letter must be uploaded into MedHub **within 7 days** from receipt of the MedHub email communication. 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](#).

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.)

- Mayo Clinic requires all new hires and trainees to be vaccinated for COVID-19 unless they obtain an exemption from Mayo Clinic. New hires (including new trainees) will be required to have at least one dose of the vaccine prior to starting employment, with a second dose scheduled, submit proof of previous vaccination, or obtain an exemption from Mayo Clinic. As part of the onboarding process, three to four months prior to your program start date, Occupational Health Services will review the immunization records of all incoming trainees, with exemption request forms available at that time.

Your appointment is contingent upon **receipt of the following** by MCSGME *before* the commencement of your training:

- Official medical school and/or post-graduate transcript(s) showing degree granted and date conferred, English translation required; contact your school registrar to have **final** transcript(s) sent upon graduation to MCSGME—electronically to larkin.donna@mayo.edu or hard copy—see address at bottom;
- 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>>

If you anticipate that official documents will not be available before your begin date, MCSGME must receive written documentation directly from your medical school that you have completed all requirements and will be awarded a diploma. The graduation date must be prior to your program begin date.

In addition to sending the above materials, you must:

- By <<July 1, 202X>>, 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 listed, see the [MCSGME Orientation](#) link. Click on Minnesota Menu.

If you have not already passed Step 3 of the USMLE/COMLEX, you will be expected to pass this exam by May 1 of your first post graduate year.

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 ADDRESS>>.

Sincerely,

<<INSERT SENIOR ASSOCIATE DEAN SIGNATURE>>

<<SENIOR ASSOCIATE DEAN NAME, X.X.>>

Senior Associate Dean

<<GEC NAME>>

Mayo Clinic School of Graduate Medical Education

<<INITIALS>>

cc: <<PROGRAM DIRECTOR>>

<<EDUCATION PROGRAM COORDINATOR>>

Tisha A. Doherty, Licensure & Credentialing Specialist

SIGNATURE: _____ DATE: _____
<<TRAINEE NAME, X.X.>>

Send official school transcripts as referenced above to:

Mayo Clinic School of GME

ATTN: Donna Larkin
Siebens Building 12th Floor
200 First Street SW
Rochester, MN 55905