



You must submit the *ECFMG Medical Education Credentials Submission Form* (Form 344) when you send your medical education credentials to ECFMG.

The *ECFMG Medical Education Credentials Submission Form* (Form 344) serves as a “checklist” to assist you in providing the correct medical education credentials to ECFMG. Providing the correct medical education credentials to ECFMG will reduce the possibility that your application for examination will be rejected (if you are applying for an examination) and expedite the medical education credential verification process.

#### **INSTRUCTIONS**

Complete the *ECFMG Medical Education Credentials Submission Form* (Form 344), printing your name and USMLE®/ECFMG Identification Number, if one has been assigned to you, in the spaces provided. For the “Checklist,” you should check the documents you are submitting.

If you are submitting a photograph, write your full name and USMLE/ECFMG Identification Number, if one has been assigned, on the back of the photograph. Write your USMLE/ECFMG Identification Number, if one has been assigned, on the front of all documents.

**If you are a medical school student applying to ECFMG for an examination and you do not have a valid *Certification of Identification Form* (Form 186) on file with ECFMG or if you are required to submit a *Certification Statement* (Form 183),** the completed *ECFMG Medical Education Credentials Submission Form* (Form 344), medical education credentials, and any other required documents must be accompanied by an *IWA Document Submission Form* (Form 187) and must be sent with your *Certification of Identification Form* or *Certification Statement*. These forms and documents must be sent to ECFMG in one envelope. This envelope **must** be sent to ECFMG directly from the office of the medical school official who certified your *Certification of Identification Form* or *Certification Statement*.

**If you are a medical school graduate applying to ECFMG for an examination and you do not have a valid *Certification of Identification Form* (Form 186) on file with ECFMG,** the completed *ECFMG Medical Education Credentials Submission Form* (Form 344), two copies of the *Medical School Release Request* (Form 345), medical education credentials, photograph, and any other required documents must be accompanied by an *IWA Document Submission Form* (Form 187) and must be sent with your *Certification of Identification Form*. These forms and documents must be sent to ECFMG in one envelope. If your *Certification of Identification Form* is signed by an authorized official of your medical school, this envelope **must** be sent to ECFMG directly from the office of that official. If your *Certification of Identification Form* is certified **only** by a Consular Official, Notary Public, First Class Magistrate, or Commissioner of Oaths, this envelope can be sent to ECFMG by you.

**If you are a student or graduate applying to ECFMG for an examination and you have a valid *Certification of Identification Form* on file with ECFMG**, the forms and documents outlined above must be sent to ECFMG in one envelope. This envelope can be sent to ECFMG by you.

**If you are not currently applying for an examination**, you may submit your medical education credentials and associated forms and documents, but you should not include an *IWA Document Submission Form* (Form 187).

**These forms and documents must be sent to:**

ECFMG  
3624 Market Street, 4<sup>th</sup> Floor  
Philadelphia PA 19104-2685  
USA

The *ECFMG Medical Education Credentials Submission Form* (Form 344), *Medical School Release Request* (Form 345), and *IWA Document Submission Form* (Form 187) are available on the Publications page of the ECFMG website at [www.ecfm.org](http://www.ecfm.org).



Applicant's Name \_\_\_\_\_  
Last First Middle

USMLE®/ECFMG Identification Number (if assigned)

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Check all of the documents you are currently submitting to ECFMG. Print your USMLE/ECFMG Identification Number (if one has been assigned to you) on the front of all documents. Print your full name and USMLE/ECFMG Identification Number (if one has been assigned to you) on the back of your photograph. To submit these documents and forms to ECFMG, follow the instructions on Form 344-I.

### Graduates

Attach two photocopies of your final medical diploma and a current, full-face, passport-sized, color photograph of yourself. If your medical diploma is not in English, include an official English translation of the medical diploma. This English translation must meet the ECFMG translation requirements as detailed in the applicable edition of the ECFMG *Information Booklet*. You must also complete and attach both copies of the *Medical School Release Request* (Form 345).

### Students and Graduates

Attach, if required, two photocopies of a transcript to document credits you transferred to the medical school that awarded or will award your medical degree, as detailed in the applicable edition of the ECFMG *Information Booklet*. If the transcript is not in English, include an official English translation of the transcript. This English translation must meet the ECFMG translation requirements as detailed in the applicable edition of the ECFMG *Information Booklet*.

### Checklist

Attached Documents (please check all that apply):

- Two photocopies of final medical diploma (216 mm x 279 mm or 8½ in x 11 in) as listed in the *Reference Guide for Medical Education Credentials* in the applicable edition of the ECFMG *Information Booklet*.
- One current, full-face, passport-sized, color photograph of myself. The photograph has been taken within six months of the date I am sending it and is an original photograph, not a photocopy.
- Official English translation of my final medical diploma (if diploma is not in English) that meets the translation requirements detailed in the applicable edition of the ECFMG *Information Booklet*.
- My name as it appears on my final medical diploma matches exactly my name as it appears in my ECFMG record.

**or**

My name as it appears on my final medical diploma does not match exactly my name as it appears in my ECFMG record. I have attached the following documentation (check below) to verify that the name on my medical diploma is/was my name. The documentation shows my name exactly as it appears on my medical diploma.

- Passport (including the pages with my photograph and the expiration date)
- Birth certificate
- Marriage certificate
- Official court order
- Certification by the Dean, Vice Dean, or Registrar of my medical school
- U.S. Resident Alien Card
- U.S. Naturalization Certificate



Attached Documents (continued):

- Official English translation of the documentation I am submitting to verify that the name on my medical diploma is/was my name (if documentation is not in English) that meets the translation requirements detailed in the applicable edition of the ECFMG *Information Booklet*.
- Two copies of the completed, signed, and dated *Medical School Release Request* (Form 345).
- Two photocopies of transcript(s) to document transferred credits (216 mm x 279 mm or 8½ in x 11 in), as detailed in the applicable edition of the ECFMG *Information Booklet*.
- Official English translation of my transcript(s) to document transferred credits (if transcript is not in English) that meets the translation requirements detailed in the applicable edition of the ECFMG *Information Booklet*.
- My name as it appears on my transcript(s) to document transferred credits matches exactly my name as it appears in my ECFMG record.

**or**

- My name as it appears on my transcript(s) to document transferred credits does not match exactly my name as it appears in my ECFMG record. I have attached the following documentation (check below) to verify that the name on my transcript is/was my name. The documentation shows my name exactly as it appears on my transcript(s).

- Passport (including the pages with my photograph and the expiration date)
- Birth certificate
- Marriage certificate
- Official court order
- Certification by the Dean, Vice Dean, or Registrar of my medical school
- U.S. Resident Alien Card
- U.S. Naturalization Certificate

- Official English translation of the documentation I am submitting to verify that the name on my transcript is/was my name (if documentation is not in English) that meets the translation requirements detailed in the applicable edition of the ECFMG *Information Booklet*.