



## *Instructions for Visiting Resident Application*

**Mayo Clinic School of Graduate Medical Education**

**Mayo Clinic College of Medicine and Science**

### **Eligibility Criteria for MCSGME Visiting Resident**

- A Visiting Resident is a trainee enrolled during the duration of the MCSGME Visiting Resident appointment in a residency or fellowship program elsewhere.
- Visiting Resident appointments will be no less than 2 weeks and no more than 6 months, unless otherwise specified in an affiliation agreement.
- Stipend and benefits must be provided by the home program of the Visiting Resident, unless otherwise defined in an affiliation agreement.
- Mayo Clinic will provide malpractice insurance for Visiting Residents.
- Visiting Residents are responsible for arranging and funding their own housing and transportation.
- No funds will be provided by Mayo Clinic to support Visiting Residents or offset the costs associated with temporary relocation.
- Visiting Residents who do not meet the expectations of the program may be dismissed at the discretion of the Program Director prior to the appointment end date.

### **Completed applications must include**

- MCSGME Visiting Resident Application form
- Rotation goals and objectives if this is for a one-time rotation for which an ongoing Program Letter of Agreement does not exist
- Curriculum Vitae, translated into English, if applicable
- Copy of Medical School Diploma. Diploma should include the date your doctorate degree was conferred and be translated into English, if applicable
- Copy of ACLS and BCLS Certification (for Florida Visiting Residents only)
- Copy of valid ECFMG Certificate, if applicable, and your Visiting Resident appointment is approved with patient contact
- English Language Proficiency. May require a telephone interview or passing score on recognized English examination (eg, TOEFL)

### **Program Letter of Agreement (PLA)**

- If patient contact appointment, PLA between Mayo Clinic and your institution is required
- If observation only appointment, the following is required (in lieu of PLA):
  - Letter of good standing from program director

Send the completed application form and supporting documents to the Mayo Clinic School of Graduate Medical Education (MCSGME) program director sponsoring your appointment as a Visiting Resident. The program director will forward these materials to the MCSGME office for approval. Your appointment is not official until you have received an appointment letter/contract from the MCSGME.