

**SUMMARY OF DOCUMENTATION REQUIRED FOR APPOINTMENT
TO POSTDOCTORAL FELLOW (INCLUDING HOUSE STAFF), OBSERVER, AND TRAINEE STATUS
IN THE JOHNS HOPKINS UNIVERSITY SCHOOL OF MEDICINE**

CLINICAL POSTDOCTORAL FELLOW¹ or RESEARCH & CLINICAL POSTDOCTORAL FELLOW¹

1. Transmittal Sheet for Postdoctoral Fellowship Appointment
 - Addendum to Appointment Transmittal for Applicants with Foreign Funding (if applicable)
2. Maryland Hospital Credentialing Application (including gap information, if applicable), Johns Hopkins Attachment and Supplemental Bio. Info. Form²
3. Degree Certification³
4. Criminal Background Investigation Report Form (not required for Rotators)
5. For International Medical Graduates: ECFMG Certification⁴
6. For Internationals: Appropriate visa in accordance with School of Medicine visa guidelines
7. For International Medical Graduates: Reciprocity Review required if not a graduate of a LCME accredited medical school, completed at least one year of ACGME or Canadian accredited training, or on the approved reciprocity list. (Not required for rotators from ACGME accredited programs.)
8. Offer letter
9. CV
10. Rotators from ACGME Programs must provide:
 - a copy of their individual resident information from the Resident Administration, Master Record Section found on ACGME's Accreditation Data System (WEB-ADS)
 - a Letter of Good Standing from the current program director
 - A waiver and proof of coverage for health insurance (only for rotators from programs outside of Maryland)
11. Funding support documentation, if not on JHU payroll
12. Confidentiality Agreement

RESEARCH POSTDOCTORAL FELLOW

1. Transmittal Sheet for Postdoctoral Fellowship Appointment
 - Addendum to Appointment Transmittal for Applicants with Foreign Funding (if applicable)
2. Application for Appointment as Research Fellow & Supplemental Biographical Information Form^{2-A}
3. Degree Certification³
4. Criminal Background Investigation Report Form
5. For Internationals: Appropriate visa in accordance with School of Medicine visa guidelines
6. Offer letter
7. Funding support documentation, if not on JHU payroll
8. CV
9. Confidentiality Agreement

POSTDOCTORAL FELLOW - HOUSE STAFF¹

1. Transmittal Sheet for Postdoctoral Fellowship Appointment
2. Maryland Hospital Credentialing Application (including gap information, if applicable), Johns Hopkins Attachment, and Supplemental Bio. Info. Form²
3. Degree Certification³
4. Criminal Background Investigation Report Form
5. For International Medical Graduates: ECFMG Certification⁴
6. For Internationals: Appropriate visa in accordance with School of Medicine visa guidelines
7. For International Medical Graduates: Reciprocity Review required if not a graduate of a LCME accredited medical school, completed at least one year of ACGME or Canadian accredited training, or on the approved reciprocity list.
8. Offer letter, if accepted outside of the Match
9. CV
10. Confidentiality Agreement

OBSERVER¹

1. Transmittal Sheet for Trainee/Observer Appointment Requests
2. Medical Staff Administration approval of Observer appointment
3. Biographical Information Form
4. Degree Certification³
5. For Internationals: Appropriate visa in accordance with School of Medicine visa guidelines
6. Confidentiality Agreement

TRAINEE

1. Transmittal Sheet for Trainee/Observer Appointment Requests
 - Addendum to Appointment Transmittal for Applicants with Foreign Funding (if applicable)
2. Biographical Information Form
3. For Internationals: Appropriate visa in accordance with School of Medicine visa guidelines
4. Verification of enrollment in a degree program
5. Honor Code
6. Criminal Background Investigation Report Form
7. Offer letter
8. Funding support documentation, if not on JHU payroll
9. Confidentiality Agreement

¹ Appointment to this category in a clinical department of the School of Medicine requires a concurrent hospital appointment for clinical activities and for professional liability insurance coverage. Questions concerning appointment in the Johns Hopkins Hospital should be directed to the director of the Medical Staff Administration, (410-735-7070).

² The Maryland Hospital Credentialing Application, Johns Hopkins Attachment, and Supplemental Biographical Information Form are to be submitted as follows:

For clinical fellows, research & clinical fellows, and house staff:

1. Original kept by either MSA or CCO
2. Electronic copy to the School of Medicine via e-mail to PDocOffice@jhmi.edu

^{2-A} The Application for Appointment and Supplemental Biographical Information Form are to be submitted as follows:

For research fellows:

1. Original kept in department
 2. Electronic copy to the School of Medicine via e-mail to PDocOffice@jhmi.edu
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³ Degree Certification

Certification of all doctoral degrees (M.D., Ph.D., D.D.S., or foreign equivalent) must be original source documents, and maintained as noted below. Source documents can be an original letters of certification or an original transcript sent directly to the credentialing coordinator by the Dean's Office or Registrar's Office of the degree granting school. Photocopies or notarized photocopies of a diploma, licensure certificate, facsimile, etc. are not acceptable. All certifications must be in **English**. If an original source document is not obtainable, call the Office of Postdoctoral Programs (410-502-0463) for advice on alternative options for appropriate documentation.

Graduate degrees will only be recognized with proper degree verification.

Submit certification for interns prior to their July 1 start date.

Submit as follows:

FOR CLINICAL DEPARTMENTS:

Clinical Fellows and House Staff -

1. Original kept by either MSA or CCO
2. Electronic copy to the School of Medicine via e-mail to PDocOffice@jhmi.edu

Research fellows -

1. Original kept by department
2. Electronic copy to the School of Medicine via e-mail to PDocOffice@jhmi.edu

Observers -

1. Original kept by MSA
2. Electronic copy to the School of Medicine via e-mail to PDocOffice@jhmi.edu

FOR BASIC SCIENCE DEPARTMENTS:

1. Original kept by department
 2. Electronic copy to the School of Medicine via e-mail to PDocOffice@jhmi.edu
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⁴ International Medical Graduate Certification

International Medical Graduates wishing to receive clinical training must hold ECFMG certification.

Examination requirements for ECFMG Certification include passing Step 1 and Step 2 of the USMLE; the Step 2 exam has two separately administered components, the Clinical Knowledge (CK) component and the Clinical Skills (CS) component.

Verification of ECFMG certification must be obtained using the standard ECFMG verification form; a **copy of an ECFMG certificate alone is not sufficient**.

Submit changes in School of Medicine appointments for postdoctoral fellows (including house staff), observers, and trainees via e-mail to PDocOffice@jhmi.edu using the **Request for Change in Non-Faculty School of Medicine Appointment form**. Please send a copy to the Medical Staff Administration Office, 5801 Smith Avenue, Davis Building, Suite 210, Baltimore, MD 21209 for changes to clinical appointments.

Submit appointment requests for the School of Medicine electronically to PDocOffice@jhmi.edu. Direct questions concerning appointments for the School of Medicine to the Office of Postdoctoral Programs (410-502-0463).

Office of the Registrar, JHUSOM, Miller Research Building Suite 147.
