

WAYNE STATE UNIVERSITY/DETROIT MEDICAL CENTER  
GUIDELINES FOR THE APPOINTMENT OF RESIDENTS

**ALL APPLICANTS**

WSU/DMC Programs must obtain the following from ALL APPLICANTS:

APPLICATION FORM:

Programs can accept any type of application form for review purposes, HOWEVER, ALL APPOINTMENT PAPERWORK MUST BE ACCOMPANIED BY A WSU/DMC GRADUATE MEDICAL EDUCATION APPLICATION OR ERAS (Electronic Residency Application System) FORM

LETTERS OF RECOMMENDATION:

A minimum of three letters of recommendation. Letters of recommendation are to be maintained in the applicant's program file; do not submit to the GME office. The three letters of recommendation must include a letter from Dean of applicant's medical school. If applicant is currently in a training program or has completed a training program, letter of recommendation from current/previous Program Director is required.

ELIGIBILITY:

Applicants must be one of the following in order to be eligible for appointment:

- Graduate of medical school in U.S. and Canada accredited by the Liaison Committee on Medical Education (LCME)
- Graduate of college of osteopathic medicine in the U.S. accredited by the American Osteopathic Association (AOA)
- Graduates of medical schools outside of the U.S. and Canada must possess a currently valid certificate from the Educational Commission for Foreign Medical Graduates

Applicants selected for appointment must provide:

- Original certified transcript from medical school – to be maintained in the applicant's program file; do not submit to GME Office
- Medical School Diploma – copy to be submitted to GME Office with appointment notification

PERSONAL INTERVIEW:

Personal interviews should be arranged by the residency program office.

EXAMINATIONS:

At the present time, WSU/DMC does not have a system-wide policy regarding a requirement for successful passage of USMLE Parts I and II. Such a requirement may be implemented on a program specific basis at the discretion of the Program Director and/or Chairperson.

For those applicants who have taken the USMLE Parts I and II, the same criteria should be applied to U.S. medical school graduates and international medical school graduates.

For those international medical graduate applicants who have taken FMGEMS, ECFMG or VQE, verification of one of the following must be obtained:

Average score of 82 or above on FMGEMS  
Score of 82 or above on ECFMG  
Passing score on VQE

**NON-U.S. CITIZEN INTERNATIONAL MEDICAL GRADUATES** ALL OF THE ABOVE, PLUS THE FOLLOWING:

- Proof of current visa status
- If currently on or applying for Exchange Visitor Visa (J-1), must also provide:  
Curriculum Vitae  
Ministry of Health Letter from home government

### **RESIDENT APPOINTMENT CHECKLIST**

#### U.S. GRADUATES

\_\_\_\_\_ GME Application & Curriculum Vitae  
\_\_\_\_\_ Photo  
\_\_\_\_\_ Dean's Letter  
\_\_\_\_\_ Chairman or Program Director letter  
\_\_\_\_\_ Faculty member letter (personally observed performance)  
\_\_\_\_\_ Original certified transcript of grades  
\_\_\_\_\_ Scores on National Board Parts I & II & III (if taken)  
\_\_\_\_\_ Letter of offer  
\_\_\_\_\_ Letter of acceptance

#### FOREIGN BORN FOREIGN MEDICAL GRADUATE (FMG)

\_\_\_\_\_ GME Application & Photo  
\_\_\_\_\_ Curriculum Vitae(if J-1 applicant or holder)  
\_\_\_\_\_ Dean's letter  
\_\_\_\_\_ Ministry of Health letter (if J-1)  
\_\_\_\_\_ Chairman or Program Director letter  
\_\_\_\_\_ Faculty member letter (personally observed performance)  
\_\_\_\_\_ Original certified transcript of grades  
\_\_\_\_\_ Medical school diploma notarized with certified English translation  
\_\_\_\_\_ Valid ECFMG certificate  
\_\_\_\_\_ Letter of offer  
\_\_\_\_\_ Letter of acceptance  
\_\_\_\_\_ Proof of current visa status

#### Verification of one of the following:

\_\_\_\_\_ Score of 82 on ECFMG or FMGEMS  
\_\_\_\_\_ Passing score on VQE  
\_\_\_\_\_ Score on National Boards Part I & II & III (if taken)

U.S. BORN – FOREIGN MEDICAL GRADUATE

- \_\_\_\_\_ GME Application & Curriculum Vitae & Photo
- \_\_\_\_\_ Dean's letter
- \_\_\_\_\_ Chairman or Program Director Letter
- \_\_\_\_\_ Faculty member letter (personally observed performance)
- \_\_\_\_\_ Original certified transcript
- \_\_\_\_\_ Notarized copy of medical school diploma with certified translation
- \_\_\_\_\_ Valid ECFMG certificate
- \_\_\_\_\_ Letter of Offer
- \_\_\_\_\_ Letter of Acceptance
- \_\_\_\_\_ Proof of current visa status

Verification of one of the following:

- \_\_\_\_\_ Score of 82 on ECFMG or FMGEMS
- \_\_\_\_\_ Passing score on VQE
- \_\_\_\_\_ Score on National Boards Part I & II & III (if taken)