



200 1st Street SW
Rochester, MN 55905
507-284-3108
mayoclinic.org

August 5, 2025

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

Nomen Nescio, M.D.
email@mayo.edu

Dear Dr. Nescio,

We are pleased you matched through the National Resident Matching Program with the Mayo Clinic School of Graduate Medical Education (MCSGME) training program in <<Program Name>>. Your training will commence on <<Start Date>> at graduate/stipend level <<PGY>>, with a projected end date of <<End Date>>. Continuation and completion of the program depends upon your satisfactory progress in education, performance of all duties, and compliance with MCSGME policies.

Your appointment is contingent upon **receipt of the following before** the commencement of your training. Copies of these items may be uploaded by you into MedHub upon receipt of the onboarding instructions, explained below:

- Official medical school transcript listing degree awarded, and date conferred, English translation required; contact your school registrar to have **final** transcript sent upon graduation to MCSGME—electronically to <<GMES>> *or*—hard copy to Mayo Clinic School of GME, 200 First Street SW, Floor 12 Siebens Bldg., Rochester, MN 55905, ATTN: <<GMES>>;
- Your medical school and/or post-graduate diploma/completion certificate (copy of original AND translated in English if applicable). If certificate/diploma will not be available by July 1, 2026, 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.
- The MSPE/Dean's letter from your medical school;
- Score reports or transcript from appropriate test administrators (i.e., USMLE, LMCC, COMLEX);
- A valid copy of your ECFMG certificate, if applicable; and
- Current ACLS and BLS certification (required for all training programs in FL); and
- Any residency completion certificate/diploma, when available (*after your start date is acceptable*).

You will be expected to report to MCSGME orientation **Wednesday, July 1, 2026**. Orientation is mandatory and remuneration will be provided for attending. Program specific orientation will be coordinated by your program coordinator independently of MCSGME.

In addition, you must complete the following tasks **prior to** your orientation date. The [MCSGME Orientation](#) pages and MedHub onboarding package will provide additional details. The information on these pages is updated by January 31, 2026.

- Obtain/continue appropriate visa classification for the duration of your appointment at Mayo Clinic.
 - *The Legal Department will be reaching out to you to initiate the visa application process. Please do not start the visa application process before receiving initial communication from that office. For all questions regarding the visa process, you may contact the legal immigration team at GMEVisahelp@mayo.edu.*
- Obtain appropriate medical licensure and/or registration, which is required with the Minnesota Board of Medical Practice before beginning your training program. To find out if you may start this process now; please review the Minnesota licensure webpage regarding requirements and eligibility.



- Pass a urine drug screen and health record review facilitated by Occupational Health Services (OHS). Appointed trainees are subject to the same requirements and process as Mayo Clinic employees regarding the vaccination policy as a condition of their appointment.
- Pass background check(s) administered by Human Resources.
- Provide proof of your legal right to work by providing documents that establish identity and employment eligibility to Human Resources.
- Present your **original** Social Security card 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.

In February 2026, you will be sent to your most current email address from our residency management system, MedHub, with onboarding instructions to complete the above and additional pre-registration tasks relative to your appointment. 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 this appointment to MCSGME, and you agree to comply with Mayo Clinic policies available online at [Summary of Terms and Conditions of Appointment](#). If you do not receive the MedHub email, promptly contact MSGMEOrientation@mayo.edu.

If you have not already passed Step 3 of the USMLE/COMLEX, you will be expected to take this exam by May 1 of your first post graduate year (2026).

The Mayo Clinic College of Medicine & Science (MCCMS) values diversity and strives to make learning experiences as accessible as possible. If you are anticipating or experiencing disability related barriers, please contact a Disability Compliance Advisor at RFAccommodations@mayo.edu for a confidential consultation. Appointed trainees are encouraged to request accommodations before the program starts. [View disability accommodations resources here](#).

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 orientation date in the Mayo Clinic training program. Do not provide this letter to mortgage lenders as it contains contingencies that may delay your mortgage application.

Sincerely,

<<SAD>>

Senior Associate Dean

<<GEC>> Graduate Education Committee Chair

Mayo Clinic School of Graduate Medical Education

cc: <<PD>>, Program Director
<<EPC>>, Education Program Coordinator
Tisha A. Doherty, Licensure & Credentialing Specialist

SIGNATURE: _____ DATE: _____
Nomen Nescio, M.D.