



4500 San Pablo Road
Jacksonville, FL 32224

mayoclinic.org

**Mayo Clinic School of
Graduate Medical Education**

September 8, 2026

Nomen Nescio, M.D.
nn@email.com

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 (NST, if applicable). Your training will commence on BEGIN DATE, with a projected end date of END DATE at stipend level one. Continuation and completion of the program depend upon your satisfactory progress in education, performance of all duties, and compliance with MCSGME policies.

Your appointment is contingent upon the pre-employment and onboarding requirements described in this letter and receipt of the items below before you start your training. You cannot begin employment until you have successfully completed and passed the below requirements.

What MCSGME Must Receive Before Training Begins

You will upload copies of the following items into MedHub after receiving onboarding instructions.

- Official **final** medical school transcript listing **the degree awarded and date conferred**, English translation required (if applicable). Do not request or send a transcript until it is final, listing the degree awarded *and* date conferred; **upon graduation**. Send the final transcript to MCSGME to MSGMEORIENTATION@mayo.edu. If a digital copy cannot be provided, request instructions from MSGMEORIENTATION@mayo.edu on sending a paper copy;
- 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 BEGIN DATE, 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;
- Transcript of examination scores, **directly from** appropriate test administrators (i.e., USMLE, LMCC, COMLEX). You must request test transcript sent directly to MCSGME at MSGMEORIENTATION@mayo.edu;
- A valid copy of your ECFMG certificate, if applicable;
 - *If your ECFMG certificate is expired at the time of your entry into the program, you will not be allowed to enter the program until it is revalidated. Please review the information at <https://www.ecfm.org/certification-pathways/expiration.html> regarding revalidation. Once you have been revalidated, please upload the original certificate and revalidation confirmation from ECFMG where designated in MedHub. **Both documents are required.***
- Any prior residency or fellowship completion certificates/diplomas, when available (*after your start date is acceptable*).
- **<<FILL IN OTHER MISSING DOCUMENTS>>**



Orientation and Onboarding

You are expected to report to MCSGME orientation on **ORIENTATION DATE**. Orientation attendance is mandatory and marks the start of your stipend and benefits. Program-specific orientation will be coordinated by your program coordinator following MCSGME orientation.

Before orientation, and in addition to the items above, complete the items below. The [MCSGME Orientation](#) pages and MedHub onboarding package will provide additional details. Information on these pages is updated by January 31, BEGIN YEAR.

- Obtain/continue appropriate visa classification for the duration of your appointment at Mayo Clinic.
 - *The Legal Department will reach out to you to initiate the visa application process. Please do not start the visa application process before you receive initial communication from that office. For all questions regarding the visa process, you may contact the legal immigration team at ISTIntake.mayoclinic.org.*
- Obtain appropriate STATE BOARD medical licensure and/or registration, which is required before beginning your training program. To find out if you may start this process now, please review the requirements and eligibility on the STATE [licensure webpage](#).
- Pass a urine drug screen and health record review facilitated by Occupational Health Services. Appointed trainees are subject to the same requirements and process as Mayo Clinic employees regarding testing and vaccination.
- Pass background check(s) administered by Human Resources.
- Provide proof of your legal right to work in the United States 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.

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 (BEGIN YEAR + 1).

Accommodations, Stipend Verification, and Other Resources

The Mayo Clinic College of Medicine and Science strives to make learning experiences as accessible as possible. If you anticipate or experience disability-related barriers, 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](#).

Employment/stipend verifications for securing housing may be requested by contacting MCSGME Verifications at msgmeverification@mayo.edu. Requests may only be made before your orientation date. Do not provide this letter to mortgage lenders as it contains contingencies that may delay your mortgage application.

If you have questions about your appointment, please contact GMES at [email](#).

Sincerely,

SIGNATOR

Senior Associate Dean

Graduate Education Committee Chair Graduate Education Committee



Mayo Clinic School of Graduate Medical Education

XX:xx

cc: PD NAME, Program Director

EPC NAME, Education Program Coordinator

Acceptance and Acknowledgement

Soon, an email will be sent to your current email address from MedHub with onboarding instructions. A personal email address will be required at that time to maintain an open communication source separate from your institutional email address. If you do not receive the MedHub email, promptly contact [email](#). Your signed appointment letter must be uploaded into MedHub **within 7 days** from receipt of the MedHub email communication. By signing, you accept this appointment to MCSGME and agree to comply with Mayo Clinic policies and the [Summary of Terms and Conditions of Appointment](#).

SIGNATURE: _____ DATE: _____

Nomen Nescio, M.D.