

Instructions:

1. Complete the checklist below.
2. Send an email to Mitra Haddad mhaddad@stanfordhealthcare.org 60 days in advance of the appointment start date with Postdoc's:
 - Full name (first & last names)
 - Program name
 - Appointment start & end dates
 - Postdoc email address
 - Whether new to Stanford or continuing appointment
3. Prior to **6-1-20** send this form along with the required materials listed below sequentially in one pdf file via a "secure" email to **Mitra** . Thank you!

Postdoc's full name (first & last name)	Current program name	Current PGY level
Appointment start & end dates	New program name	New PGY Level

ACGME or Non ACGME

 New postdoc or Continuing postdoc

Checklist/Required Materials by GME	
<input type="checkbox"/>	1. OPA Approval email from Office of Postdoctoral Affairs
<input type="checkbox"/>	2. Patient Care Form (electronic signatures not acceptable)
<input type="checkbox"/>	3. ECFMG Certificate (If applicable)
<input type="checkbox"/>	4. Medical School Diploma
<input type="checkbox"/>	5. Medical Board of CA License
<input type="checkbox"/>	6. Stanford University Occupational Health Clearance Letter. http://med.stanford.edu/gme/housestaff/all-topics/postdoc_appts.html
<input type="checkbox"/>	7. HealthStream Clearance Transcript (will be obtained by Mitra)
<input type="checkbox"/>	8. CV

Program Director name	Program Director signature <small>Electronic signatures are not acceptable</small>	Date signed
Program Coordinator's name + phone no.	Program Coordinator's email	Completion date <small>Submission deadline to GME is 6-1-20</small>

For Stanford GME office use only:

Ann Dohn	DIO's Signature	Date signed
<small>Stanford Designated Institutional Official name</small>	<small>DIO's Signature</small>	<small>Date signed</small>