

All matched or selected applicants must have the following documents submitted before an appointment request can be approved by the Medical Education Department:

- Appointment Packet from your Program Director or Program Coordinator
- Department Director/Chairman letter requesting approval of your appointment
- Contract** signed by the resident/fellow and Program Director
- Application from 3rd party vendor (i.e. ERAS, ADEA PASS, etc.) or Hartford Hospital Application for Appointment
 - Medical school transcript from school or 3rd party vendor (i.e. ERAS, ADEA PASS, etc.)
 - Medical school diploma from school, applicant, or 3rd party vendor (i.e. ERAS, ADEA PASS, etc.)
 - Residency diploma(s)
 - Fellowship diploma(s)
 - CV (resume)
 - Dean's letter
 - Two current letters of recommendation
 - Digital photo (PDF)
 - Copy of ECFMG certificate and copy of valid Visa, if applicable
 - Valid Employment Status
 - ADA form (American Disabilities Act), signed by resident/fellow
 - Verification of Prior Residency/Fellowship Training Form (signed by previous program director), if applicable
 - Eligible for a Connecticut State Permit (State Licensure/Permit Requirement) by the approved start date
 - Complete Step/COMLEX Score Report
 - **Please Note: Step III/COMLEX Level 3 results are required for PGY3 or above.**
 - If a resident enters a residency program as a PGY2 and has not taken and passed USMLE 3/COMPLEX 3, the resident must take the USMLE 3/COMLEX 3 within the first six (6) months of the PGY2 year.