



Alberta International Medical Graduate Program – 2026 Cycle Application Checklist

Please print and upload this checklist and use it to ensure you have collected all required documents (originals and/or electronic copies), and that all documents requiring notarization have been notarized. Refer to and carefully review the **Eligibility and Supporting Document Requirements** webpage and the 2026 Application Cycle Information for more information. Supporting Documents will not be physically accepted (by mail or in person) under any circumstance.

STEP 1: Visit www.aimg.ca and click “APPLY” in the top right-hand corner. New applicants must create a Profile; returning applicants should sign in with their previous login. Once your Profile is complete, the Supporting Documents page will be available for supporting documents upload. Documents must be uploaded and shared by the stated deadline(s) and/or shared through physiciansapply.ca (as required) and **remain shared until CaRMS Match Day.**

(!!) Supporting documents not properly completed, not uploaded, improperly executed (i.e., not in PDF or JPEG format, blurry or dark photos, illegible), missing attachments, and/or not shared on physiciansapply.ca will be deemed INCOMPLETE. Applicants are not provided reminders or opportunities to correct.

Notarization/Commission: Applicants must have essential supporting documents completed by either a Notary Public or Commissioner for Oaths, including the Alberta Identity Verification Form, and for Option C, the Residency in Alberta Statutory Declaration. It is the responsibility of the applicant to ensure documents have been accurately notarized/commissioned, the notary is in good standing, and images, signatures, and embossed seals and seal stamps are present and legible. The Alberta Residency Statutory Declaration must be notarized/commissioned from May 1 through June 6, 2025.

Document Instructions: Check the boxes in the left column for items that apply to you. Then check the boxes in the right column to confirm each document has been, or will be, shared via physiciansapply.ca or uploaded to your Supporting Documents page.

Special Notes:

- Supporting documents submitted become the property of the AIMG Program – retain personal copies for reference. All supporting documents that you can ‘view’ on your Supporting Documents page can be seen by the AIMG Program. Additional documents may be requested in support of your application.
- It is the applicant’s obligation to meet all posted deadlines, and to provide strong evidence to substantiate whichever option chosen for proof of Residence in Alberta, i.e. prove all months for Option C. **Applicants will not be sent reminders or opportunities to correct application deficiencies of which they are responsible.**
- Main supporting documents deadline (to be **uploaded** and/or **shared** by): **Friday, June 6, 2025 @ 3:30 pm Mountain Time (MT).** **All other supporting documents will be due at 3:30 pm MT as listed on the “Important Dates and Deadlines” webpage.**

STEP 2: Pay the CAD\$350 application fee, plus applicable processing fees online. **The AIMG Program will contact applicants via email for payment submission.**

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CHECK (If applicable)	ELIGIBILITY CRITERIA	SUPPORTING DOCUMENT(S) REQUIRED	SHARED	UPLOADED
<input type="checkbox"/> OR	1. Application Fee	<ul style="list-style-type: none"> To complete your application and be considered for the 2026 Cycle, a non-refundable application fee of CAN\$350 is required for file review. Applicants will receive an email to the email address listed on the application “profile” for payment submission. <p style="color: red;">Applicants who cannot pay the application fee online are required to apply for an Administrative Exception.</p>	APPLICATION FEE PAID <u>ONLINE</u> YES <input type="checkbox"/>	NO <input type="checkbox"/>
<input type="checkbox"/> AND <input type="checkbox"/>	2. Identity Verification	<p>Upload the Applicant Identity Verification Form, downloaded from Forms for the current cycle – all fields filled in, photo attached and verified by an Alberta Notary Public or Commissioner for Oaths between May 1-June 6, 2025. *Not accepted if typed, unless completed virtually.</p> <p>Name or Signature Variance Form (MUST BE COMPLETED BY ALL APPLICANTS) Legal name change(s) and all other name/signature variances MUST be indicated on the 'Name/Signature Variance Form' and uploaded to the supporting documents page of the online application portal. Proof of legal name change must be shared through physiciansapply.ca and verified by a copy of either of the following documents and indicated on the 'Name/Signature Variance Form':</p> <ul style="list-style-type: none"> A. marriage certificate, and a certified English translation; B. “Change of Name” order issued by a Court of Competent Jurisdiction, and a certified English translation. 	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> <i>(if applicable)</i>	3. Administrative Exception	The process of acquiring an administrative exception is completed within the Administrative Exceptions section of the AIMG Program application portal.		<input type="checkbox"/>
<input type="checkbox"/> OR <input type="checkbox"/> OR <input type="checkbox"/>	4. Residence in Alberta	Proof of Residence in Alberta, using one of the following options (A, B or C):		
	Option A	<p>Upload an official transcript (front AND back) issued by Alberta Education (in the format implemented since 2015, ordered from mypass.alberta.ca confirming full-time attendance at an accredited Alberta senior high school for a minimum of two years; at least two semesters per academic year.</p> <p style="text-align: center;">List of documents not accepted (See Option A – Supporting Documents)</p>		<input type="checkbox"/>
	Option B	<p>Upload official transcript (front AND back) issued by an accredited Alberta post-secondary institution confirming full time attendance in a program for a minimum of two years; at least eight months per academic year; AND</p> <p>Upload official letter from an applicant's academic supervisor, from an accredited postsecondary institution confirming physical presence (in-person attendance) in Alberta for the duration of study.</p>		<input type="checkbox"/> <input type="checkbox"/>
	Option C	24 weeks of Residence in Alberta. All 4 proofs below must be submitted :		
	<input type="checkbox"/>	<p>I. Upload a notarized/commissioned and properly executed Residence in Alberta Statutory Declaration Form downloaded from Forms, and dated for the current cycle. Must be dated between May 1-June 6, 2025. Not accepted if typed, unless completed virtually.</p>		<input type="checkbox"/>
	AND <input type="checkbox"/> OR <input type="checkbox"/> OR <input type="checkbox"/>	<p>II. Upload ONE of the following, confirming continuously living in and physically present in Alberta from December 1, 2024 to May 18, 2025.</p> <ul style="list-style-type: none"> • original or electronic Letter(s) of Employment containing all required information to confirm continuous employment in Alberta • original or electronic letter(s) from an accredited educational institution containing all required information to confirm continuously living in Alberta • original or electronic Guarantor Letter(s) prepared by an eligible guarantor person(s) confirming continuously living in Alberta 		<input type="checkbox"/>
	AND	<p>III. Upload a copy of an <u>active</u> Alberta Personal Health Card.</p>		<input type="checkbox"/>

Changes to your driver's license from December 1, 2024, to May 18, 2025, such as updating your license from GDL Class 7 to GDL Class 5 or change of address due to a recent move will require a copy of the old license, a copy of the new license (when received), and an explanation

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letter included with your documents. No administrative exception is required.	AND OR <input type="checkbox"/>	IV. Upload copy of applicant's <u>valid</u> and <u>current</u> Alberta Operator's License. Upload copy of applicant's valid and current Alberta photo identification card (non-operator's) (if you do not have an Alberta Driver's License)		<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	5. Status in Canada <input type="checkbox"/> OR <input type="checkbox"/>	Upload proof of status in Canada through the submission of a copy of one of the following <i>valid</i> documents: <ul style="list-style-type: none"> Canadian Passport (page 2 and 3 photo AND signature) Canadian Citizenship Certificate (front AND back) Canadian Citizenship Card (front AND back) Permanent Resident Card (front AND back)** <p style="color: red; font-size: small;">**Must be <i>legible</i>, and the 'PR Since' date or 'Became PR on' date must be <u>no later than August 29, 2025</u></p>		<input type="checkbox"/>
	<input type="checkbox"/>	Upload , if your Permanent Resident (PR) Card has been lost or expired and you are awaiting receipt of your new card Permanent Resident (PR) Card, you may submit a copy of your Confirmation of Permanent Residence (COPR) or Landing document.** <i>NOTE: Citizenship Letter of Congratulations will not be accepted. See Status in Canada</i>		<input type="checkbox"/>
<input type="checkbox"/>	6. English Language Proficiency	Upload proof of English language proficiency, using <i>one</i> of the following two options, (A or B):		
!! Applicants must designate the AIMG Program as an organization authorized to access any online or "at home" results.	Option A <input type="checkbox"/> OR <input type="checkbox"/>	Upload proof of IELTS Academic Version A copy of your IELTS Academic Version Test Report Form (TRF) showing the <u>minimum of 7.0 in each of the components on a single test</u> , dated no earlier than July 1, 2024. Statement of Results must be uploaded by August 29, 2025 . Copy of confirmation showing your IELTS Academic is scheduled.		<input type="checkbox"/> <input type="checkbox"/>
	OR <input type="checkbox"/> OR <input type="checkbox"/>	Upload proof of OET Medical Exam A copy of your OET Medical Exam showing the <u>minimum score of B</u> in each of the components on a single test, dated no earlier than July 1, 2024. "Statement of Results" must be uploaded by August 29, 2025 . Copy of confirmation showing your OET Medical Exam is scheduled.		<input type="checkbox"/> <input type="checkbox"/>
	OR <input type="checkbox"/> OR <input type="checkbox"/>	Upload proof of CELPIP exam A copy of your CELPIP exam showing the <u>minimum score of 9</u> in each of the components on a single test, dated no earlier than July 1, 2024. "Official Score Report" must be uploaded by August 29, 2025 . Copy of confirmation showing your CELPIP exam is scheduled.		<input type="checkbox"/> <input type="checkbox"/>
	Option B <input type="checkbox"/>	English Language Proficiency testing waived based on CPSA accepted criteria, using one of the following four options: <ol style="list-style-type: none"> 1. A copy of your medical degree, from a country where English is a first and native language (as listed by CPSA) shared on your physiciansapply.ca account. 		<input type="checkbox"/>
	OR <input type="checkbox"/>	<ol style="list-style-type: none"> 2. Upload a PDF copy of your CPSA approved Letter of Exemption⁺⁺ from the AIMG Program. <p style="color: red; font-size: small;">Exemptions submitted/permitted in previous cycles that are carried forward to the current application will be source verified.</p> 		<input type="checkbox"/>

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	OR	3. Upload a copy of your most recent or previously obtained CPSA Practice Permit with an effective date on or before May 31, 2025. Please note that the AIMG Program will verify status with CPSA.		<input type="checkbox"/>
<input type="checkbox"/> <i>Applicants who cannot upload proof of registration before the June 6th deadline must apply for an Administrative Exception</i>	7. MCCQE Part 1	Proof of MCCQE Part 1 participation, using one of the following two options: 1. MCCQE Part 1 Statement of Results showing a pass standing shared with the AIMG Program on your physiciansapply.ca account by November 14, 2025 .	<input type="checkbox"/>	
	OR	2. Upload Registration receipt for the MCCQE Part 1 session (April to Sept 2025) by June 6, 2025. Applicants must share access with the AIMG Program to the MCCQE Part 1 Statement of Results on your physiciansapply.ca account, showing a pass standing, no later than November 14, 2025 . <i>Applicants who have delayed a scheduled MCCQE1 Part 1 as noted on their online application are strongly encouraged to notify the AIMG Program.</i>		<input type="checkbox"/>
<input type="checkbox"/> <i>Applicants who cannot upload proof of registration before the June 6th deadline must apply for an Administrative Exception</i>	8. NAC Exam	Proof of NAC Exam participation, using one of the following three options: 1. Shared access to NAC Exam Statement of Results showing a pass standing through physiciansapply.ca by November 14, 2025 .	<input type="checkbox"/>	
	OR	2. Upload proof of registration for the NAC Exam. A copy of your PDF payment transaction record from “Account History” on your physiciansapply.ca account showing payment for the Spring/Fall 2025 session by June 6, 2025 . RETAKEING NAC? YES <input type="checkbox"/> NO <input type="checkbox"/> Note: Only the most recent NAC score is applicable. Applicants must share access to NAC Exam Statement of Results showing a pass standing through physiciansapply.ca by November 14, 2025 .		<input type="checkbox"/>
<input type="checkbox"/> <i>After receiving their medical degree, applicants must begin the verification process as soon as possible!</i>	9. Medical Degree	Shared access to medical degree* on your physiciansapply.ca account; status must be at least “Reviewed and Accepted” at time of application. Degree must have status of “Verification Returned: Passed” by June 6, 2025 . <i>*If degree was issued in a language other than English or French, the certified translation must also be shared through physiciansapply.ca.</i>	<input type="checkbox"/>	
	OR	Degree to be conferred by July 1, 2026; will share access with the AIMG Program to your medical degree on your physiciansapply.ca account with a status of “Reviewed and Accepted” by July 1, 2026 . AND Upload a Dean’s letter on official stationery, indicating applicant is in their final months of study and when the degree is likely to be conferred. OR Upload a copy of MCC NAC Student Attestation, signed by the dean of their medical school, stating their expected date of graduation.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	10. Checklist	Upload copy of this 2026 Cycle Application Checklist – with your name and date completed below.		<input type="checkbox"/>

All supporting documents are subject to source verification. Applicants are responsible for ensuring all supporting documents have met the minimum eligibility criteria. The AIMG Program is not an advisory service and does not screen documents prior to file review. The file review process is an extensive and comprehensive process in which each application is reviewed in detail. **Abusive or unprofessional behavior will not be tolerated.**

This document **upload** has been completed in support of my AIMG Program 2026 Cycle application:

Applicant’s Name (printed or typed)

Date