

**THE UNIVERSITY OF THE WEST INDIES
FACULTY OF MEDICAL SCIENCES**

Information for New Graduates/Interns

Following graduation, students must do a one-year internship at an approved hospital.

Please find below the following forms for your Internship period.

1. One (1) Pre-Registration Certificate
2. Twelve (12) Internship Assessment - three per specialty

(No extra copies will be available at the office)

INSTRUCTIONS

After the completion of **each** rotation the internship assessment form(s) should be completed, signed and dated by the supervisor. It should be signed and dated by the intern and the Senior Medical Officer (SMO) before returning a copy to the Dean's Office.

On completion of the pre-registration certificate a copy **must** be submitted to the Dean's Office.

OR

At the end of the internship period a copy of **all** the internship assessment forms along with a copy of the pre-registration certificate **must** be submitted to the Dean's Office.

Local and International Verification Requests – ECFMG, FCVS, etc.

Please note that if you have made applications to these verification bodies, it is your responsibility to keep in contact with the Dean's Office to find out when documents are sent to us for verification as well as the processing fees.

Kindly note that these are the current fees which are subject to change:

- For every verification form the Dean's signature is affixed to – (JA\$1,000.00)
- To verify a copy of degree – (JA\$1000.00/copy)
- Uploading of MSPE and Transcript to ERAS – (JA\$1,500.00)
- MSPE (two-weeks processing time) – (JA\$2,500.00)
- Courier service - to be determined at the time of payment. This is based on DHL's fees. You also have the option of using another courier service of your choice.
- Requests for transcripts are made via the Examinations Section on campus through two options:
 - a. Request and Payment can be done online at <https://eservices.mona.uwi.edu/payment/> or
 - b. At the Examinations Section on Campus; for this option, payment is made at the Bursary Cashier.
- All other verification forms are 5 days processing time.

When the transcript request is made kindly indicate to the Dean's Office – on the verification request form (<https://www.mona.uwi.edu/fms/undergraduate-resources-0>) – if we are responsible for sending it off.

As of January 2, 2020, all payments for verification of documents will be made at the Bursary Cashier on campus and the receipt brought to the Dean's Office before documents are processed.