



MyIntealth™ Applicant User Guide:

ECFMG Certification

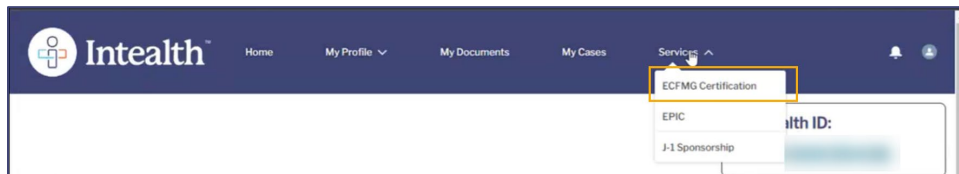
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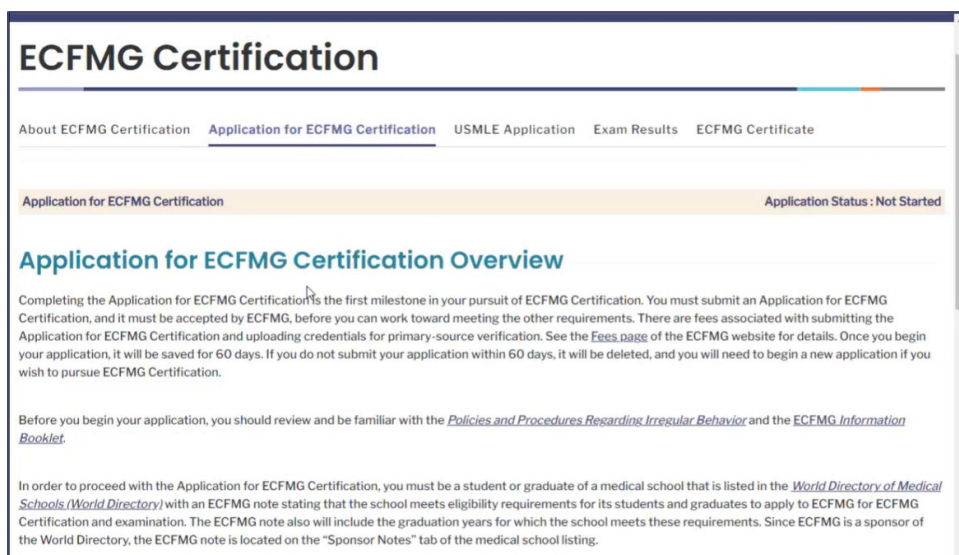
1 ECFMG Certification

1.1 Submit an Application for ECFMG Certification

Step 1. From the **MyIntealth Applicant Portal** homepage, in the top banner, click **Services** and select **ECFMG Certification** from the dropdown.

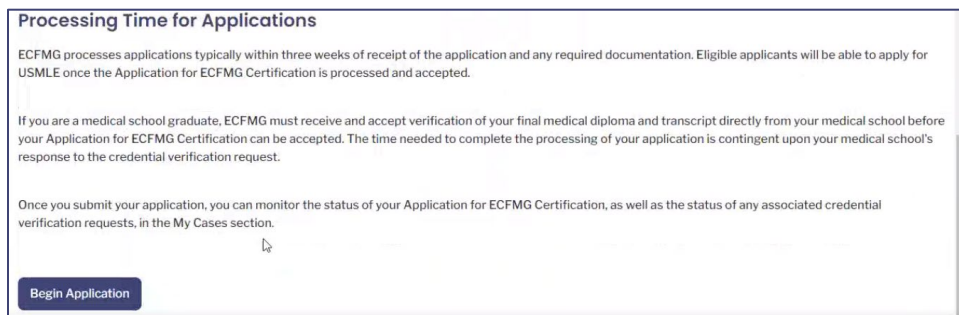


Step 2. Click the **Application for ECFMG Certification** tab.



Note: Information about the ECFMG Certification process is found in the **About ECFMG Certification** tab.

Step 3. After you have carefully read the information provided in the overview, scroll to the bottom of the page and click **Begin Application**.



Step 4. The **Review Your Profile Information** page appears. Review the **Identity Information** section to confirm no changes are necessary, and click **Next** at the bottom of the screen.

ECFMG Certification

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Review Your Profile Information

Please review your Intealth profile information below. If any information is incorrect or needs to be updated, you must go to the My Profile section and make the necessary changes now. Please note that submitting certain changes to your identity information will need to be reviewed and approved before you can continue with this application. If you confirm that the information in your profile is correct as listed below, click **Next**.

Identity Information

Last Name/Surname
 Rest of Name
 Generational Suffix

Note: You must make any necessary changes to your identity information before proceeding with the application.

- Step 5.** The **Degree Medical School and Graduation Information** page appears. The information on this page represents the information you entered during account establishment.
- If you are a student, proceed to the [Continue with the Application as a Student](#) section of this user guide.
 - If you are a graduate, proceed to the [Continue with the Application as a Graduate](#) section of this user guide.

Degree Medical School and Graduation Information

To be eligible for ECFMG Certification, your medical school must meet requirements established by ECFMG. Schools that meet ECFMG requirements are available for selection below in Degree Medical School. If your medical school does not appear in this list, you are not eligible for ECFMG Certification at this time. Schools that are available for selection in Degree Medical School are listed in the [World Directory of Medical Schools \(World Directory\)](#) with an ECFMG note stating that the school meets eligibility requirements for its students and graduates to apply to ECFMG for ECFMG Certification and examination. The ECFMG note also will include the graduation years for which the school meets these requirements. Since ECFMG is a sponsor of the [World Directory](#), the ECFMG note is located on the "Sponsor Notes" tab of the medical school listing. You can monitor the [World Directory](#) listing for your medical school for information.

*Medical Education Status ☒ Student ☐ Graduate

*Degree Medical School

*Attendance Start Month & Year Month Year

*Attendance End Month & Year Month Year

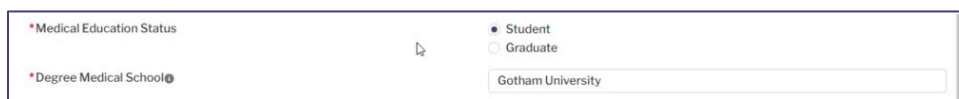
*Number of Years Attended

Note: *If your medical school is not currently listed in the World Directory with an ECFMG Sponsor Note, you are not eligible to apply to ECFMG for examination at this time. Please contact info@ecfm.org for more information.*

Additionally, after you select your medical school, the graduation years included in the school's Sponsor Note will be available for selection. If your graduation year is not included in the school's ECFMG Sponsor Note, you are not eligible to apply to ECFMG for examination at this time. Please contact info@ecfm.org for more information.

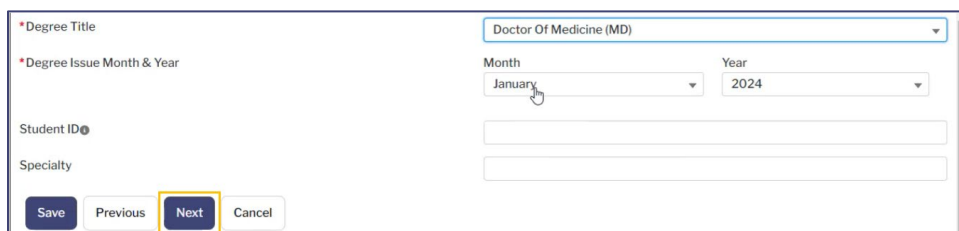
1.1.1 Continue with the Application as a Student

Step 1. Select **Student** as your **Medical Education Status**. Enter all required information (*).



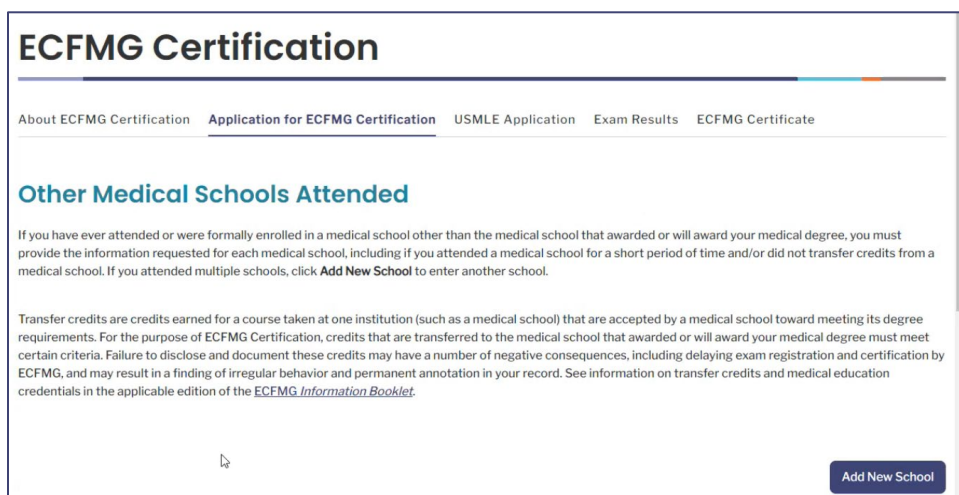
A form titled "Medical Education Status" with two radio buttons: "Student" (selected) and "Graduate". Below this is a text field labeled "Degree Medical School" containing the text "Gotham University".

Step 2. Click **Next** at the bottom of the screen.



A form titled "Degree Information" with several fields: "Degree Title" (dropdown menu showing "Doctor Of Medicine (MD)"), "Degree Issue Month & Year" (Month: "January", Year: "2024"), "Student ID" (text field), and "Specialty" (text field). At the bottom are four buttons: "Save", "Previous", "Next" (highlighted with a yellow box), and "Cancel".

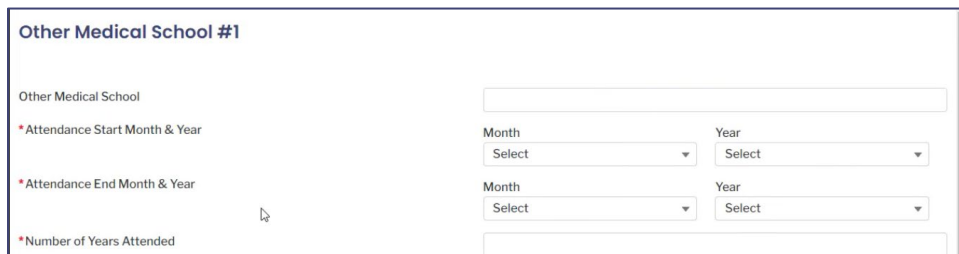
Step 3. The **Other Medical Schools Attended** page appears. Complete all of the required fields (*).



The "ECFMG Certification" page with a navigation bar. The "Application for ECFMG Certification" tab is active. The section is titled "Other Medical Schools Attended". It contains a paragraph of instructions and a "Transfer credits" section. At the bottom right is a button labeled "Add New School".

a. Enter required information (*) in the **Other Medical School #1** section.

(1) (Optional) Once that information has been entered, click **Save**.



A form titled "Other Medical School #1" with fields for "Other Medical School" (text field), "Attendance Start Month & Year" (Month: "Select", Year: "Select"), "Attendance End Month & Year" (Month: "Select", Year: "Select"), and "Number of Years Attended" (text field).

b. If any credits were transferred from this school to your **Degree Medical School**, click the checkbox and the **Transfer Credits Disclosure and Documentation** section appears.

Did you transfer any credits from this school to your Degree Medical School? If ☒ yes, check the box. If no, leave it blank.

Transfer Credits Disclosure and Documentation

Transfer credits are credits earned for a course taken at one institution (such as a medical school) that are accepted by a medical school toward meeting its degree requirements. These courses may appear on your Final Transcript as "transferred" or "exempt." If you are unsure of your transfer credit status, please contact your Degree Medical School.

For each transferred course, list the title of the course, the number of credits earned, indicate whether the course was passed at the medical school at which it was taken, and enter the date that the credits were earned. List each course title exactly as it appears on the official transcript from the medical school at which the course was taken.

You must document these credits by uploading an official transcript from the medical school at which the course was taken.

Course Title	Number of Credits	Course Outcome	Date Credits Earned
		☐ Pass ☐ Fail	Month Year

(1) Enter your transfer credits and all required information (*).

You must document these credits by uploading an official transcript from the medical school at which the course was taken.

Course Title	Number of Credits	Course Outcome	Date Credits Earned
General Science	3.50	☒ Pass ☐ Fail	Month Year

*Upload Transcript to Document Transfer Credits

Or drop files

(2) To **Upload Transcript to Document Transfer Credits**, click **Upload Files** and select a file for upload.

You must document these credits by uploading an official transcript from the medical school at which the course was taken.

Course Title	Number of Credits	Course Outcome	Date Credits Earned
General Science	3.50	☒ Pass ☐ Fail	Month Year

*Upload Transcript to Document Transfer Credits

Or drop files

(3) A preview of the file appears. Click **Save** (disk icon) to save the file.

Final Medical School Transcript.pdf

121 %

(4) After the file has been saved, a thumbnail of the document appears.

*Upload Transcript to Document Transfer Credits

Or drop files

This is to be used as a Final Medical School Transcript

c. The **Name Documentation** section appears.

- (1) Answer the **Name on Document** question.
- (2) If the **Name on Document** is different than the **Name in Intealth Profile**, click the checkbox below to clarify the difference. You must also upload documentation to support the name difference. Use the steps previously shown to upload and save your supporting name documentation.

Name Documentation

Your name as it appears on all credentials sent to ECFMG must be consistent and must match exactly the name in your Intealth profile. If the names do not match exactly, you must submit documentation that verifies the name on your transcript(s) was your name. The documentation must show your name exactly as it appears on your transcript(s). For information on the documentation required to verify your name on credentials, see [Medical Education Credentials](#) in the applicable edition of the [ECFMG Information Booklet](#).

Name in Intealth Profile

* Name on Document

Is the name on your document different from your current name in your Intealth profile? If yes, check the box. If no, leave it blank. ☒

Upload Name Documentation

Please note that you can only upload one file for this document. Uploading another file will replace the existing file. The file must be in DOCX, GIF, JPG/JPEG, PDF, PNG, or TIFF file format and 10 MB or less. After you upload your document, and it appears in the viewer, you can use the tools to rotate the image, if necessary. You must click save to complete the upload process.

- d. In the **Transcript Translation** section, click the checkbox if the transcript to document credits is in a language other than English.
 - (1) If the checkbox is clicked, you must **Upload a Translation of Your Transcript**.
 - (2) Use the previously documented steps to upload and save your transcript translation.

Transcript Translation

The transcript you submit to document transfer credits must be in the original language. Documents that are not in English must be accompanied by an official English translation that meets ECFMG's [translation requirements](#). ECFMG will not accept any document that is not in English without an official English translation. Likewise, ECFMG will not accept an English translation of a document without a copy of the original language document from which the English translation was prepared. For information on ECFMG's translation requirements and recommended translation vendor, see [English Translations](#) on the ECFMG website.

Is your transcript to document transfer credits in a language other than English? If yes, check the box. If no, leave it blank. ☒

Upload Translation of Your Transcript

Please note that you can only upload one file for this document. Uploading another file will replace the existing file. The file must be in DOCX, GIF, JPG/JPEG, PDF, PNG, or TIFF file format and 10 MB or less. After you upload your document, and it appears in the viewer, you can use the tools to rotate the image, if necessary. You must click save to complete the upload process.

Step 4. To include additional schools in your application, click **Add New School**, and enter all required information (*).

Other Medical School #1

Note: *Delete School* is available if you need to remove other medical schools.

Step 5. Click **Next**.

Save

Previous

Next

Cancel

Step 6. The **Other Institutions Attended** screen appears. Click the **checkbox** if you transferred any credits to your degree medical school from any institution that is not a medical school.

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Other Institutions Attended

Did you transfer any credits to your Degree Medical School from any institution that is not a medical school? If yes, check the box. If no, leave it blank and click **Next**. ☐

- If the checkbox is clicked, the **Other Institution #1** section appears, along with the ability to **Add New Institution**. Complete this information accordingly by following the on-screen prompts. The questions and information that appear follow a similar format to the **Other Medical Schools Attended** screen previously shown.

Step 7. Click **Next**.

Save

Previous

Next

Cancel

Step 8. **The ECFMG Reporter** screen appears. Click the checkbox to receive important information regarding the ECFMG Certification process.

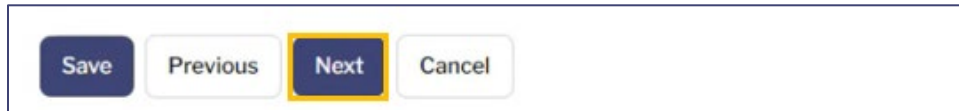
The ECFMG® Reporter

The ECFMG Reporter provides important information regarding the ECFMG Certification process and entry into graduate medical education in the United States. The ECFMG Reporter may also advise you of services and programs offered by other organizations in connection with the certification process or graduate medical education in the United States. The ECFMG Reporter is a free publication. We recommend that all applicants for ECFMG Certification subscribe to The ECFMG Reporter.

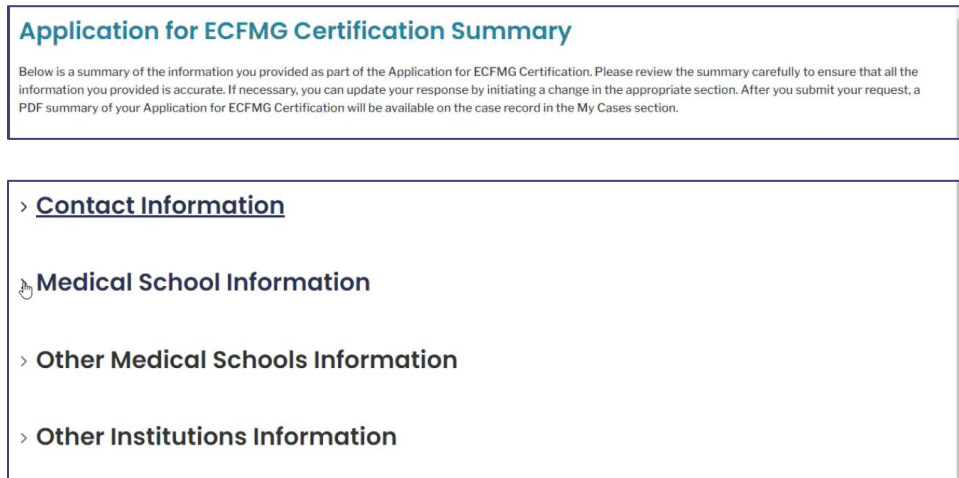
Interested individuals can join or leave The ECFMG Reporter subscriber list or update their email addresses at any time by visiting the ECFMG website at www.ecfm.org/reporter/index.html or by writing to: Assistant Vice President, Communications & Outreach, Intealth, 3624 Market Street, 1st Floor, Philadelphia, PA 19104, USA. You may also leave The ECFMG Reporter subscriber list at any time by clicking "unsubscribe" in the email newsletter.

If you wish to receive The ECFMG Reporter, check the box at right. ☐

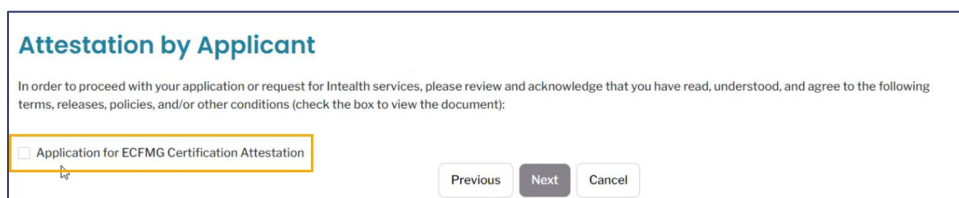
Step 9. Click **Next**.



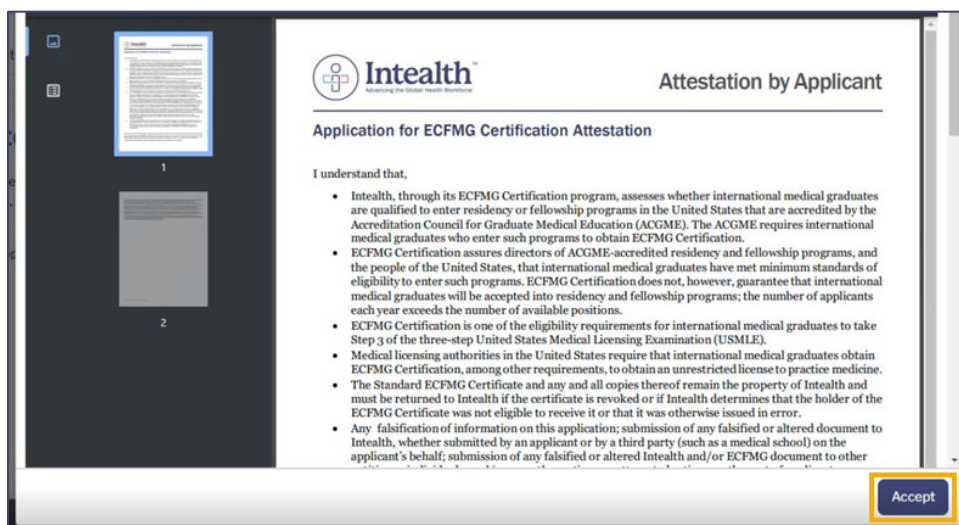
Step 10. The **Application for ECFMG Certification Summary** screen appears. Review and update the information, if necessary, and click **Next**.



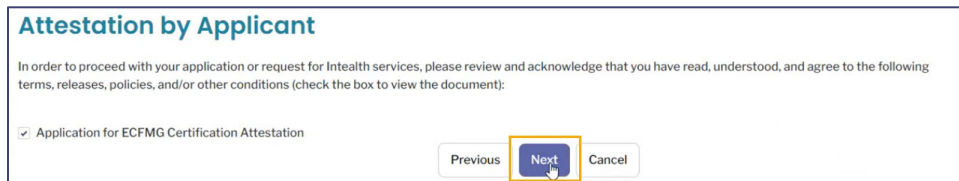
Step 11. The **Attestation by Applicant** page appears. Click the **Application for ECFMG Certification Attestation** checkbox.



a. The **Attestation by Applicant** appears. Review the attestation and click **Accept** to continue.



Step 12. Click **Next** to continue.



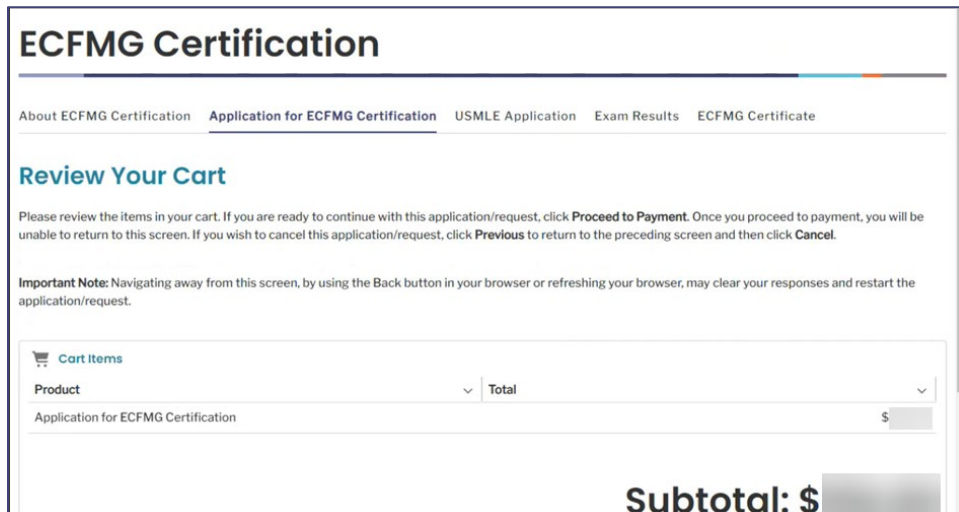
Attestation by Applicant

In order to proceed with your application or request for Intealth services, please review and acknowledge that you have read, understood, and agree to the following terms, releases, policies, and/or other conditions (check the box to view the document):

☒ Application for ECFMG Certification Attestation

Previous **Next** Cancel

Step 13. The **Review Your Cart** page appears with an overview of your **Cart Items**.



ECFMG Certification

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Review Your Cart

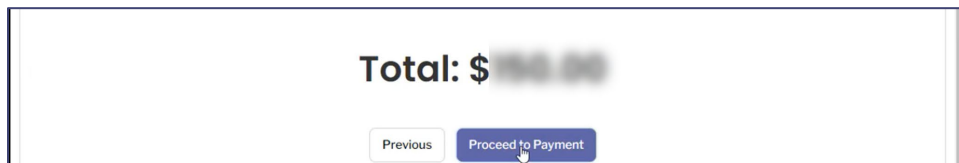
Please review the items in your cart. If you are ready to continue with this application/request, click **Proceed to Payment**. Once you proceed to payment, you will be unable to return to this screen. If you wish to cancel this application/request, click **Previous** to return to the preceding screen and then click **Cancel**.

Important Note: Navigating away from this screen, by using the Back button in your browser or refreshing your browser, may clear your responses and restart the application/request.

Product	Total
Application for ECFMG Certification	\$

Subtotal: \$

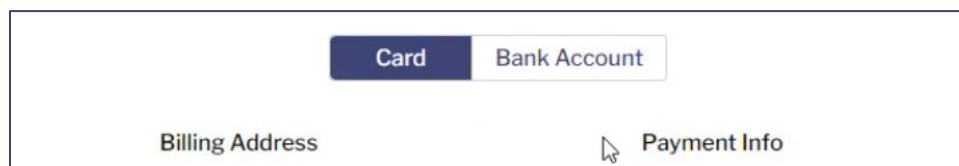
Step 14. Click **Proceed to Payment**.



Total: \$

Previous **Proceed to Payment**

Step 15. Select your payment method, **Card** or **Bank Account**, and enter your payment information as required.



Card Bank Account

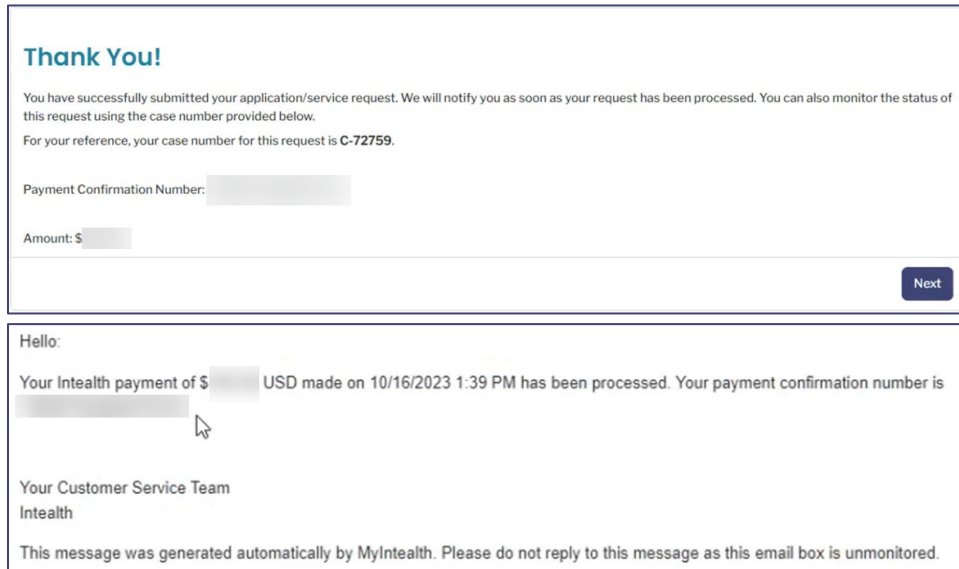
Billing Address Payment Info

Step 16. Click **Pay \$**.



Step 17. Once your payment is successfully processed, a **Thank You!** confirmation notification appears, and an email confirmation is sent to your email address on file.

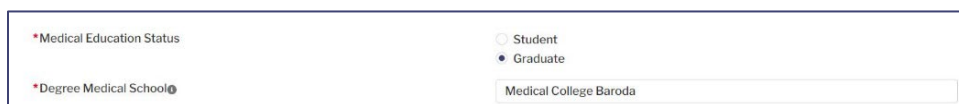
- a. It is recommended to document your case number (**C-#**) for this request. It helps the Intealth advisors quickly locate your case if necessary.



Step 18. Click **Next** to complete your application and return to the **MyIntealth Applicant Portal** homepage. To review your application, proceed to the [Review Your Submitted Application for ECFMG Certification](#) section of this user guide.

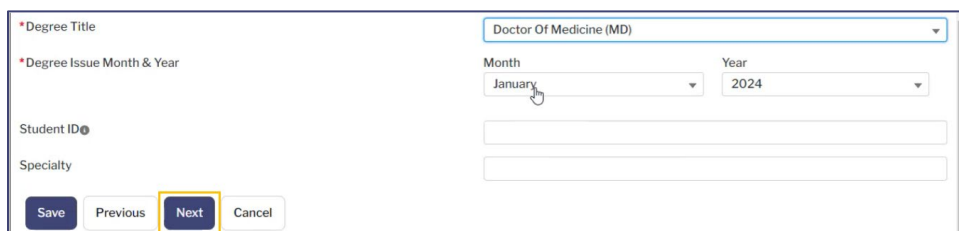
1.1.2 Continue with the Application as a Graduate

Step 1. Select **Graduate** as your **Medical Education Status**. Enter all required information (*).



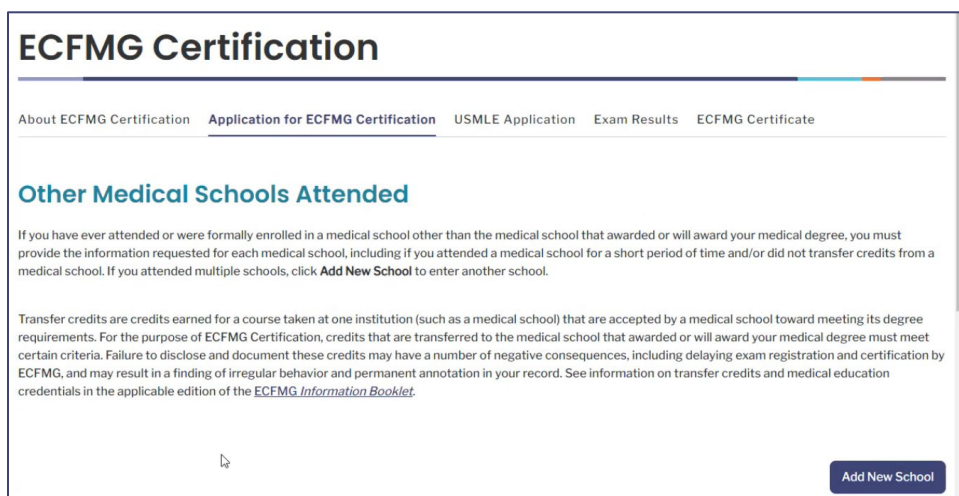
This screenshot shows the 'Medical Education Status' selection screen. It features two radio buttons: 'Student' and 'Graduate'. The 'Graduate' option is selected. Below the radio buttons is a text input field labeled 'Degree Medical School' with the value 'Medical College Baroda' entered.

Step 2. Click **Next**.



This screenshot shows the 'Degree Information' screen. It includes a dropdown for 'Degree Title' set to 'Doctor Of Medicine (MD)'. Below it are dropdowns for 'Degree Issue Month & Year', with 'January' selected for the month and '2024' for the year. There are also empty text input fields for 'Student ID' and 'Specialty'. At the bottom are four buttons: 'Save', 'Previous', 'Next' (highlighted with a yellow border), and 'Cancel'.

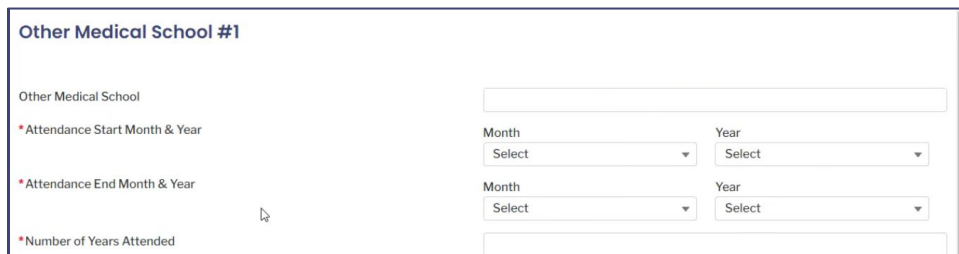
Step 3. The **Other Medical Schools Attended** page appears. Complete all of the required fields (*).



This screenshot shows the 'ECFMG Certification' page, specifically the 'Other Medical Schools Attended' section. The page has a navigation bar with links: 'About ECFMG Certification', 'Application for ECFMG Certification' (active), 'USMLE Application', 'Exam Results', and 'ECFMG Certificate'. The main heading is 'Other Medical Schools Attended'. Below the heading is a paragraph explaining the requirement to provide information for each medical school attended. Further down is another paragraph about transfer credits. At the bottom right is a button labeled 'Add New School'.

a. Enter required information (*) in the **Other Medical School #1** section.

(1) (Optional) Once that information has been entered, click **Save**.



This screenshot shows the 'Other Medical School #1' form. It includes a text input field for 'Other Medical School'. Below it are two sets of dropdowns for 'Attendance Start Month & Year' and 'Attendance End Month & Year', each with 'Month' and 'Year' dropdowns. At the bottom is a text input field for 'Number of Years Attended'.

- b. If any credits were transferred from this school to your **Degree Medical School**, click the checkbox and the **Transfer Credits Disclosure and Documentation** section appears.

Did you transfer any credits from this school to your Degree Medical School? If yes, check the box. If no, leave it blank. ☒

Transfer Credits Disclosure and Documentation

Transfer credits are credits earned for a course taken at one institution (such as a medical school) that are accepted by a medical school toward meeting its degree requirements. These credits may appear on your Final Transcript as "transferred" or "exempt." If you are unsure of your transfer credit status, please contact your Degree Medical School.

For each transferred course, list the title of the course, the number of credits earned, indicate whether the course was passed at the medical school at which it was taken, and enter the date that the credits were earned. List each course title exactly as it appears on the official transcript from the medical school at which the course was taken.

You must document these credits by uploading an official transcript from the medical school at which the course was taken.

Course Title	Number of Credits	Course Outcome	Date Credits Earned
		☐ Pass ☐ Fail	Month: Year:

- (1) Enter your transfer credits and all required information (*).

You must document these credits by uploading an official transcript from the medical school at which the course was taken.

Course Title	Number of Credits	Course Outcome	Date Credits Earned
General Science	3.50	☒ Pass ☐ Fail	Month: January Year: 2020

*Upload Transcript to Document Transfer Credits

Or drop files

- (2) To **Upload Transcript to Document Transfer Credits**, click **Upload Files** and select a file for upload.

You must document these credits by uploading an official transcript from the medical school at which the course was taken.

Course Title	Number of Credits	Course Outcome	Date Credits Earned
General Science	3.50	☒ Pass ☐ Fail	Month: January Year: 2020

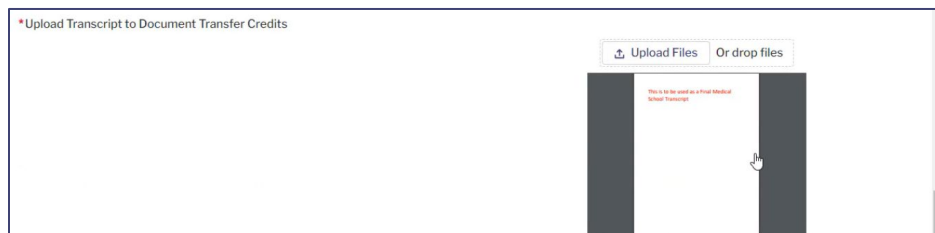
*Upload Transcript to Document Transfer Credits

Or drop files

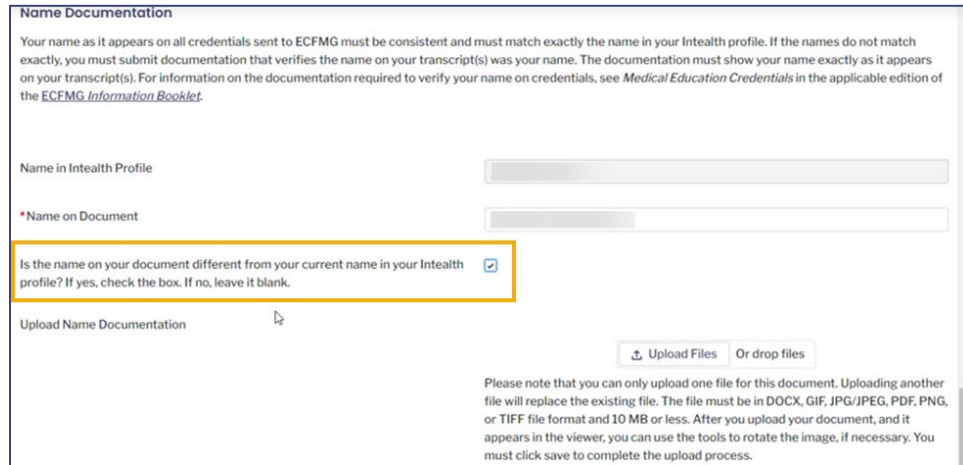
- (3) A preview of the file appears. Click **Save** (disk icon) to save the file.



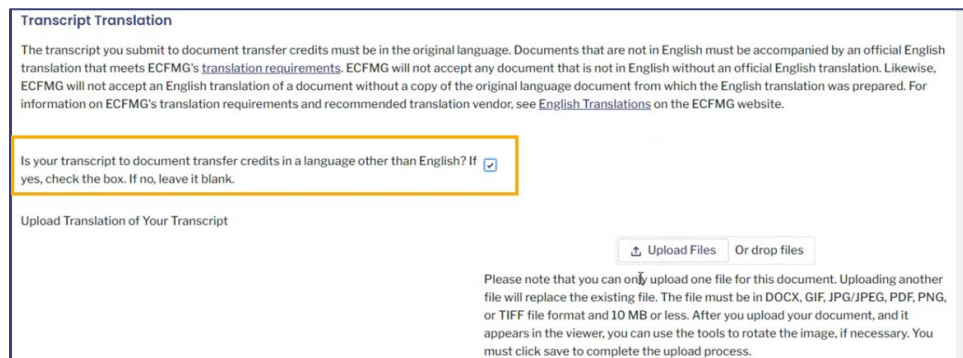
- (4) After the file has been saved, a thumbnail of the document appears.



- c. The **Name Documentation** section appears.
- (1) Answer the **Name on Document** question.
 - (2) If the **Name on Document** is different than the **Name in Intealth Profile**, click the checkbox below to clarify the difference. You must also upload documentation to support the name difference. Use the steps previously shown to upload and save your supporting name documentation.



- d. In the **Transcript Translation** section, click the checkbox if the transcript to document credits is in a language other than English.
- (1) If the checkbox is clicked, you must **Upload a Translation of Your Transcript**.
 - (2) Use the previously documented steps to upload and save your transcript translation.

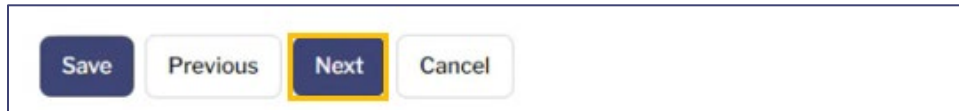


Step 4. To add more schools, click **Add New School**, and enter all required information (*).

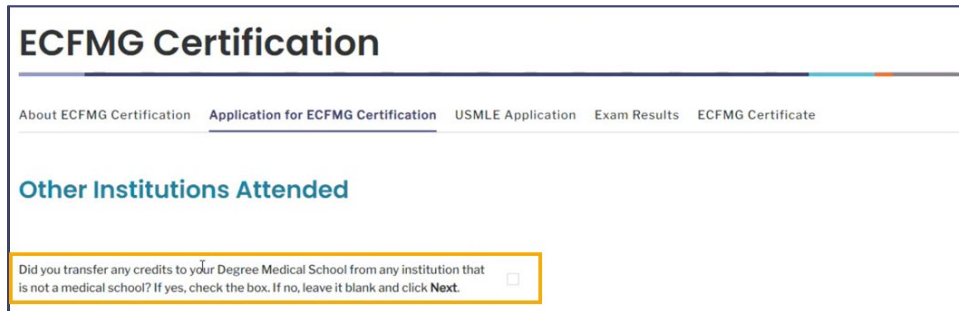


Note: *Delete School is available if you need to remove other medical schools.*

Step 5. Click **Next**.

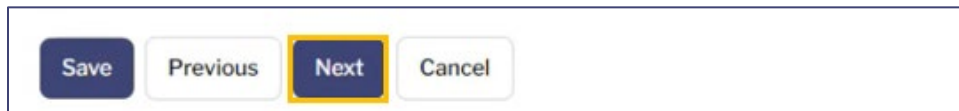


Step 6. The **Other Institutions Attended** screen appears. Click the checkbox if you transferred any credits to your degree medical school from any institution that is not a medical school.



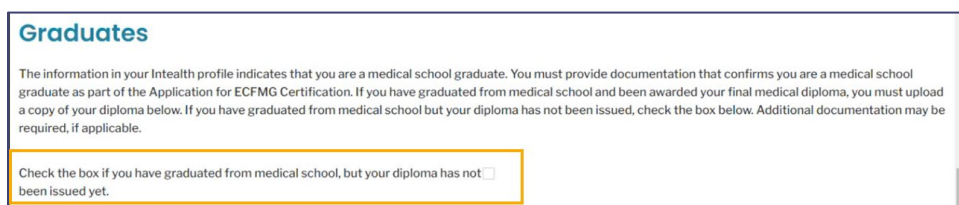
- a. If the checkbox is clicked, the **Other Institution #1** section appears, along with the ability to **Add New Institution**. Complete this information accordingly by following the on-screen prompts. The questions and information below follow a similar format to the **Other Medical Schools Attended** screen previously shown.

Step 7. Once you entered all **Other Institutions Attended** information, click **Next**.

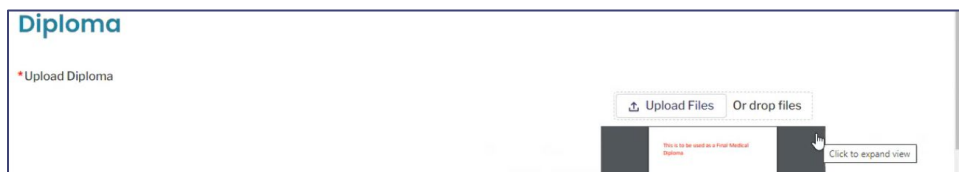


Step 8. The **Graduates** page appears. Use the following instructions related to your diploma:

- a. If you have graduated from medical school but your diploma has not been issued yet, click the checkbox.

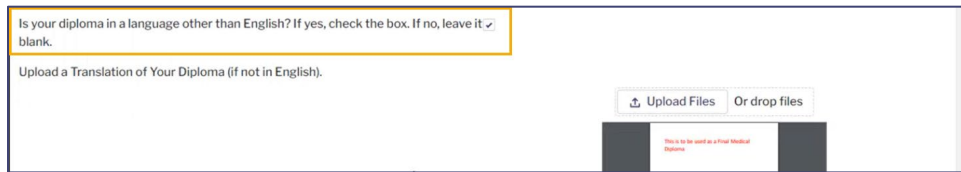


- b. Use the previously documented steps to upload and save your diploma.

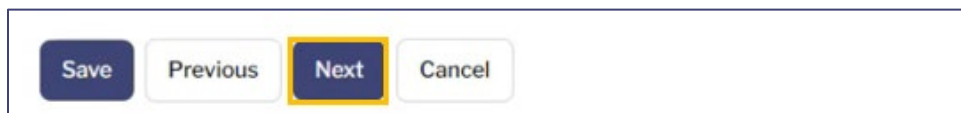


- (1) If the school/institution verifies credentials via a paper process, an additional message appears. Click the associated checkbox to send this credential by courier service for an additional fee.

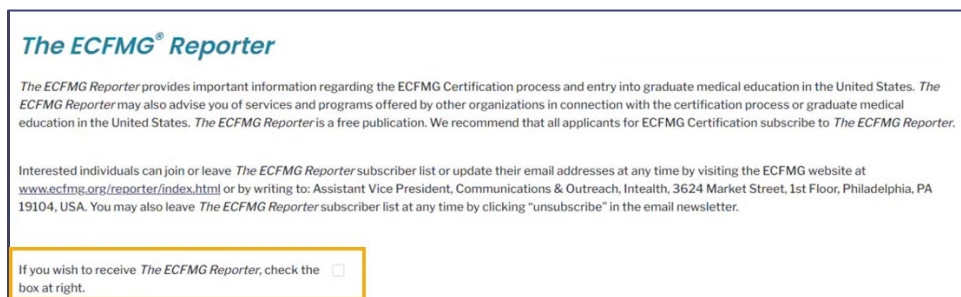
- c. The **Name Documentation** section appears.
- (1) Answer the **Name on Document** question.
 - (2) If the **Name on Document** is different than the **Name in Intealth Profile**, click the checkbox below to clarify the difference. You must also upload documentation to support the name difference. Use the steps previously shown to upload and save your supporting name documentation.
- d. In the **Diploma Translation** section, click the checkbox if your diploma is in a language other than English.
- (1) If the checkbox is clicked, you must **Upload a Translation of Your Diploma**.
 - (2) Use the previously documented steps to upload and save your diploma translation.



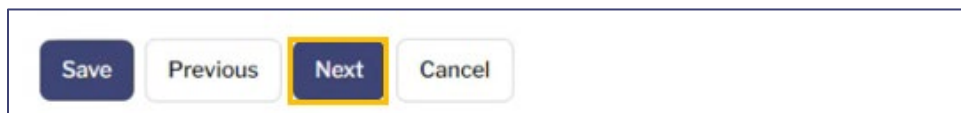
Step 9. Click **Next**.



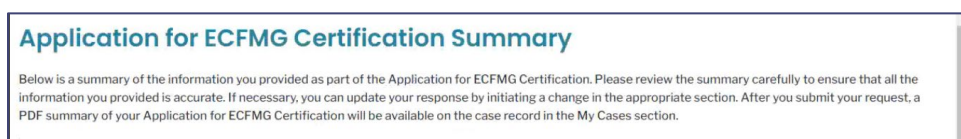
Step 10. The **ECFMG Reporter** screen appears. Click the checkbox to receive important information regarding the ECFMG Certification process.



Step 11. Click **Next**.



Step 12. The **Application for ECFMG Certification Summary** screen appears. Review/update the information and click **Next**.



> **Contact Information**

> **Medical School Information**

> **Other Medical Schools Information**

> **Other Institutions Information**

Step 13. The **Attestation by Applicant** page appears. Click the **Application for ECFMG Certification Attestation** checkbox.

Attestation by Applicant

In order to proceed with your application or request for Intealth services, please review and acknowledge that you have read, understood, and agree to the following terms, releases, policies, and/or other conditions (check the box to view the document):

☐ Application for ECFMG Certification Attestation

Previous

Next

Cancel

a. The **Attestation by Applicant** appears. Review the attestation, and click **Accept** to continue.

1

2

Intealth

Attestation by Applicant

Application for ECFMG Certification Attestation

I understand that,

- Intealth, through its ECFMG Certification program, assesses whether international medical graduates are qualified to enter residency or fellowship programs in the United States that are accredited by the Accreditation Council for Graduate Medical Education (ACGME). The ACGME requires international medical graduates who enter such programs to obtain ECFMG Certification.
- ECFMG Certification assures directors of ACGME-accredited residency and fellowship programs, and the people of the United States, that international medical graduates have met minimum standards of eligibility to enter such programs. ECFMG Certification does not, however, guarantee that international medical graduates will be accepted into residency and fellowship programs; the number of applicants each year exceeds the number of available positions.
- ECFMG Certification is one of the eligibility requirements for international medical graduates to take Step 3 of the three-step United States Medical Licensing Examination (USMLE).
- Medical licensing authorities in the United States require that international medical graduates obtain ECFMG Certification, among other requirements, to obtain an unrestricted license to practice medicine.
- The Standard ECFMG Certificate and any and all copies thereof remain the property of Intealth and must be returned to Intealth if the certificate is revoked or if Intealth determines that the holder of the ECFMG Certificate was not eligible to receive it or that it was otherwise issued in error.
- Any falsification of information on this application; submission of any falsified or altered document to Intealth, whether submitted by an applicant or by a third party (such as a medical school) on the applicant's behalf; submission of any falsified or altered Intealth and/or ECFMG document to other

Accept

Step 14. Click **Next** to continue.

Attestation by Applicant

In order to proceed with your application or request for Intealth services, please review and acknowledge that you have read, understood, and agree to the following terms, releases, policies, and/or other conditions (check the box to view the document):

☒ Application for ECFMG Certification Attestation

Previous

Next

Cancel

Step 15. The **Review Your Cart** page appears with an overview of your **Cart Items**.

Review Your Cart

Please review the items in your cart. If you are ready to continue with this application/request, click **Proceed to Payment**. Once you proceed to payment, you will be unable to return to this screen. If you wish to cancel this application/request, click **Previous** to return to the preceding screen and then click **Cancel**.

Important Note: Navigating away from this screen, by using the Back button in your browser or refreshing your browser, may clear your responses and restart the application/request.

Product	Total
Application for ECFMG Certification	\$
Certification Credential Verification	\$

Subtotal: \$

Step 16. Click **Proceed to Payment**.

Total: \$

[Previous](#) [Proceed to Payment](#)

Step 17. Select your payment method, **Card** or **Bank Account**, and enter your payment information as required.

Card **Bank Account**

Billing Address **Payment Info**

Step 18. Click the **Pay \$**.

Step 19. Once your payment is successfully processed, a **Thank You!** confirmation notification appears, and an email confirmation is sent to your email address on file.

- It is recommended to document your case number (**C-#**) for this request. It helps the Intealth advisors quickly locate your case if necessary.

Thank You!

You have successfully submitted your application/service request. We will notify you as soon as your request has been processed. You can also monitor the status of this request using the case number provided below.

For your reference, your case number for this request is C-73537.

Payment Confirmation Number:

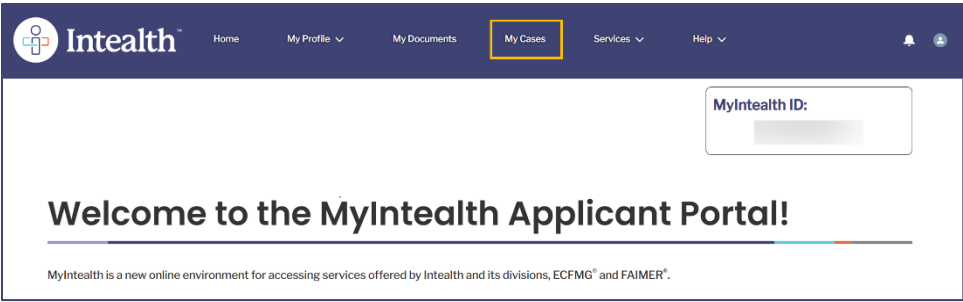
Amount: \$

[Next](#)

Step 20. Click **Next** to complete your application and return to the **MyIntealth Applicant Portal** homepage. To review your application, proceed to the [Review Your Submitted Application for ECFMG Certification](#) section of this user guide.

1.2 Review Your Submitted Application for ECFMG Certification

Step 1. From the **MyIntealth Applicant Portal** homepage, click **My Cases** in the top banner.



Step 2. **My Case Requests** information appears showing a list of all your MyIntealth cases, their associated status, and if action is required.

My Case Requests

A list of your applications and service requests are below. Click the **Case Number** to view additional details about your application/request. When reviewing your cases, please also make sure to review the **Action Required** column. A case with a status of "Yes" under Action Required will require you to take additional action in order to complete the processing of your application/request.

In certain situations, you also may see a task related to one of your cases listed under **My Tasks**. Please see the comments section of the task for more information.

If you need to [contact us](#) regarding a specific request, please be prepared to provide your case number and MyIntealth ID.

Case Number	Case Type	Case Status	Date Opened	Last Modified Date	Action Required	Restriction Applied
C-71988	Identity Verification	Account Established	10-06-2023	10-09-2023	No	No
C-72759	Application For Certification	Submitted - In Review at ECFMG	10-16-2023	10-16-2023	No	No
C-72760	Credential Verification	Submitted to ECFMG	10-16-2023	10-16-2023	No	No
C-72761	Credential Verification	Submitted to ECFMG	10-16-2023	10-16-2023	No	No

Note: If a restriction is applied to any of your cases then you will not be able to make edits to them.

Step 3. Click the **Case Number (C-#)** associated with the case you are interested in viewing.

Case Number	Case Type	Case Status	Date Opened	Last Modified Date	Action Required	Restriction Applied
C-71988	Identity Verification	Account Established	10-06-2023	10-09-2023	No	No
C-72759	Application For Certification	Submitted - In Review at ECFMG	10-16-2023	10-16-2023	No	No
C-72760	Credential Verification	Submitted to ECFMG	10-16-2023	10-16-2023	No	No
C-72761	Credential Verification	Submitted to ECFMG	10-16-2023	10-16-2023	No	No

Note: If a restriction is applied to any of your cases then you will not be able to make edits to them.

Step 4. The related **Case Information** page appears.

Case Information

Related Cases	Case Type	Document Type	External Status
C-72760	Credential Verification	Transcript to Document Transfer Cre...	Submitted to ECFMG
C-72761	Credential Verification	Transcript to Document Transfer Cre...	Submitted to ECFMG

Case Number	C-72759
Case Status	Submitted - In Review at ECFMG
Case Type	Application For Certification
Date Created	Oct 16, 2023
Last Updated Date	Oct 16, 2023
Action Needed?	No

Summary

Application for ECFMG Certification Summary

Case

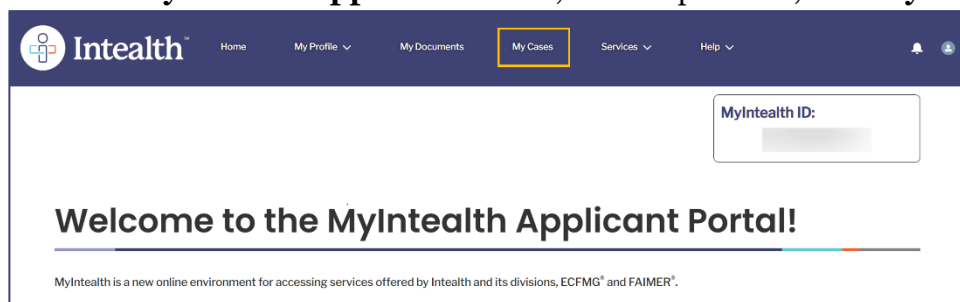
External Status

Created By	Old Value	New Value	Created Date
	Submitted	Submitted - In Review at ECFMG	10/16/2023, 01:39 PM EDT
		Submitted	10/16/2023, 01:39 PM EDT

[Back](#)

1.2.1 Identify Rejected Credentials Case

Step 1. From the **MyIntealth Applicant Portal**, in the top banner, click **My Cases**.



Step 2. The list of your **Case Numbers** appears in the **My Case Requests** section.

Case Number	Case Type	Case Status	Date Opened	Last Modified Date	Action Required	Restriction Applied
C-16918	Identity Verification	Account Established	10-31-2023	10-31-2023	No	No
C-16919	Application For Certification	Resubmitted; In Review at ECFMG	10-31-2023	11-01-2023	No	No
C-16926	Exam Registration	Submitted - In Review at ECFMG	11-01-2023	11-01-2023	No	No
C-16927	Credential Verification	Submitted - In Review at ECFMG	11-01-2023	11-01-2023	No	No
C-16928	Credential Verification	CV Rejected	11-01-2023	11-03-2023	No	No

Note: If a restriction is applied to any of your cases then you will not be able to make edits to them.

Step 3. Click the **Case Number** with the **Case Status** of **CV Rejected**.

Case Number	Case Type	Case Status	Date Opened	Last Modified Date	Action Required	Restriction Applied
C-16918	Identity Verification	Account Established	10-31-2023	10-31-2023	No	No
C-16919	Application For Certification	Resubmitted; In Review at ECFMG	10-31-2023	11-01-2023	No	No
C-16926	Exam Registration	Submitted - In Review at ECFMG	11-01-2023	11-01-2023	No	No
C-16927	Credential Verification	Submitted - In Review at ECFMG	11-01-2023	11-01-2023	No	No
C-16928	Credential Verification	CV Rejected	11-01-2023	11-03-2023	No	No

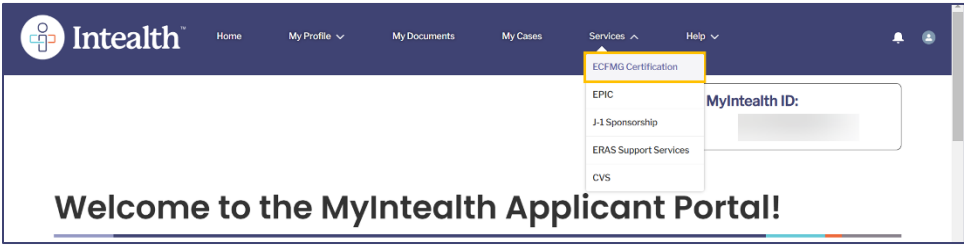
Note: If a restriction is applied to any of your cases then you will not be able to make edits to them.

Step 4. The **Case Information** page appears. At the top of the page, there is a list of reasons explaining why the case was rejected.

Case Information
- The credential you uploaded does not list all of the required courses that you transferred. Please upload your Transfer Credit Transcript that has all of the courses which you transferred to your degree medical school. - The credential you uploaded indicates you did not pass all of your transferred courses. ECFMG requires that all transferred courses be passed to be eligible for ECFMG Certification. If this is a mistake on your transcript, please upload your Transfer Credit Transcript which indicates a pass for all transferred courses. - The medical school you indicated you transferred from is not an acceptable school for ECFMG Certification. Please ensure you have provided the correct medical school that you transferred from. - Courses listed were failed courses. Applicant would need to re-apply with only providing passed courses.

1.3 Update Your Application for ECFMG Certification

Step 1. From the **MyIntealth Applicant Portal** homepage, in the top banner, click **Services** and then select **ECFMG Certification** from the dropdown.



Step 2. The **ECFMG Certification** page appears. Click the **Application for ECFMG Certification** tab.



Step 3. Scroll down and click **Update My Application**.



Step 4. All previously saved information appears. Click **Next** to navigate through the pages.

Step 5. Edit the information as needed.

- a. In this example, the applicant is updating the **Medical Education Status** from **Student** to **Graduate**.

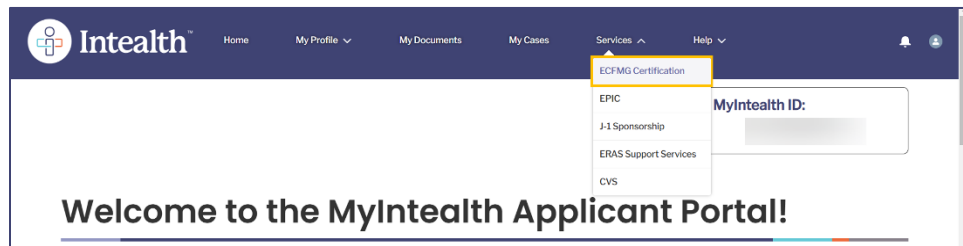
*Medical Education Status	☐ Student ☒ Graduate
*Degree Medical School	Gotham University
*Attendance Start Month & Year	Month: March Year: 2020

Note: If the **Medical Education Status** has been updated to **Graduate**, a new **Graduates** page opens asking you to upload your **Diploma**. Refer to the [Continue with the Application as a Graduate](#) section of this user guide.

Step 6. Refer to the [Submit an Application for ECFMG Certification](#) section of this user guide, as necessary.

1.4 Request a Duplicate Certificate

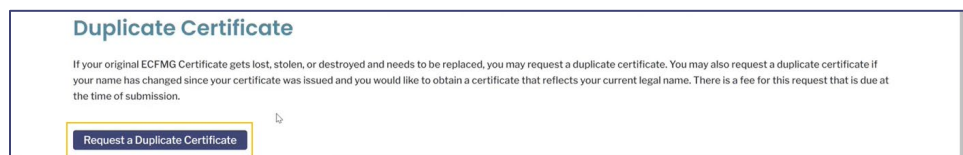
Step 1. From the **MyIntealth Applicant Portal**, in the top banner, click **Services** and select **ECFMG Certification** from the dropdown.



Step 2. Click the **ECFMG Certificate** tab.



Step 3. Click **Request a Duplicate Certificate**.



Step 4. Review your profile information and click **Next**.

A screenshot of a profile information form. It has two input fields: '* Email Address' with the value 'jbeeler@ecfm.org' and 'Telephone Number' with the value '2154567777'. At the bottom left are two buttons: 'Next' (highlighted with a yellow box) and 'Cancel'.

Step 5. The **Request a Duplicate ECFMG Certificate** appears. Enter all required information (*).

a. Select a **Reason for Duplicate Certificate Request** from the dropdown.

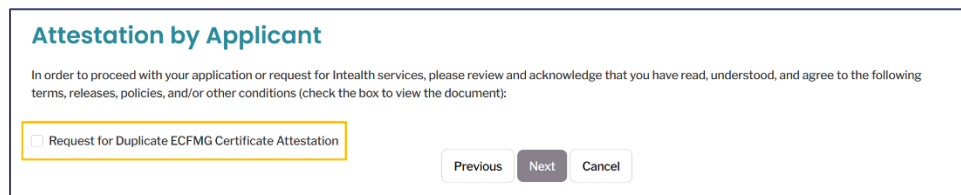
A screenshot of the 'Reason for Duplicate Certificate Request' section. It includes a label '* Reason for Duplicate Certificate Request:' and a dropdown menu. The dropdown menu is open, showing options: 'Lost', 'Stolen', 'Destroyed', 'Name on Record Changed' (highlighted with a blue bar and a yellow box), and 'Other'. Below the dropdown is a text area labeled '* Brief Explanation:'. An 'Important Note' is at the bottom: 'If ECFMG determines that a duplicate certificate will be issued, the newly issued certificate will be marked "Duplicate" and have a different issue date than your original certificate.'

b. Provide a **Brief Explanation** in the textbox.

Step 6. Click **Next**.

A screenshot of the final step of the process. It features an 'Important Note' at the top: 'If ECFMG determines that a duplicate certificate will be issued, the newly issued certificate will be marked "Duplicate" and have a different issue date than your original certificate.' At the bottom are three buttons: 'Previous', 'Next' (highlighted with a yellow box), and 'Discard Changes and Exit'.

Step 7. The **Attestation by Applicant** page appears. Click the **Request for Duplicate ECFMG Certificate Attestation** checkbox.



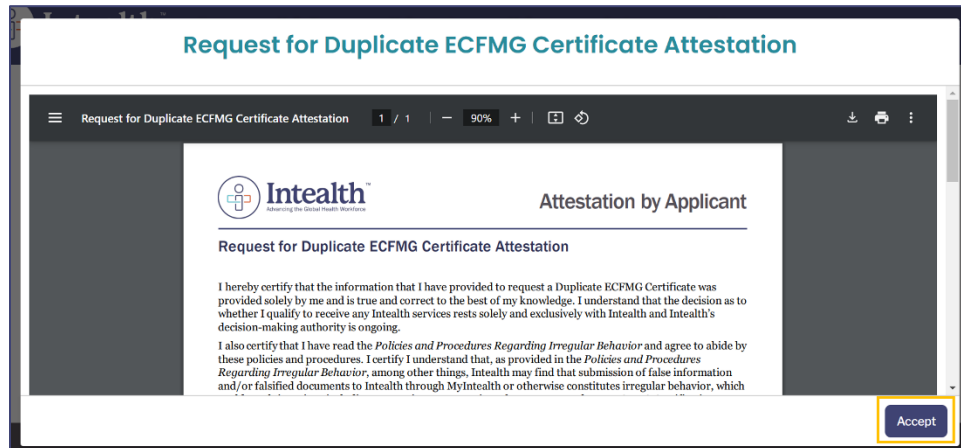
Attestation by Applicant

In order to proceed with your application or request for Intealth services, please review and acknowledge that you have read, understood, and agree to the following terms, releases, policies, and/or other conditions (check the box to view the document):

☒ Request for Duplicate ECFMG Certificate Attestation

Previous **Next** Cancel

a. The **Attestation by Applicant** appears. Review the attestation and click **Accept** to continue.



Request for Duplicate ECFMG Certificate Attestation

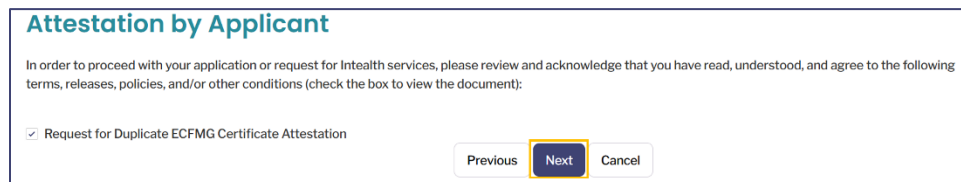
Request for Duplicate ECFMG Certificate Attestation

I hereby certify that the information that I have provided to request a Duplicate ECFMG Certificate was provided solely by me and is true and correct to the best of my knowledge. I understand that the decision as to whether I qualify to receive any Intealth services rests solely and exclusively with Intealth and Intealth's decision-making authority is ongoing.

I also certify that I have read the *Policies and Procedures Regarding Irregular Behavior* and agree to abide by these policies and procedures. I certify I understand that, as provided in the *Policies and Procedures Regarding Irregular Behavior*, among other things, Intealth may find that submission of false information and/or falsified documents to Intealth through MyIntealth or otherwise constitutes irregular behavior, which

Accept

Step 8. Click **Next** to continue.



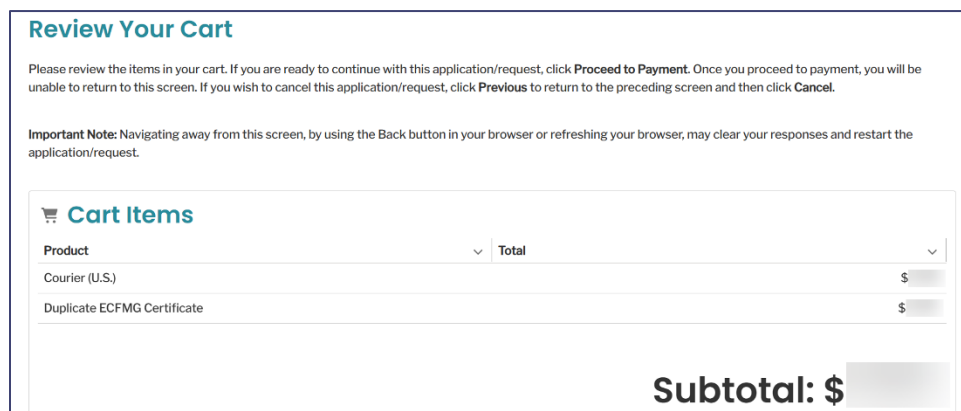
Attestation by Applicant

In order to proceed with your application or request for Intealth services, please review and acknowledge that you have read, understood, and agree to the following terms, releases, policies, and/or other conditions (check the box to view the document):

☒ Request for Duplicate ECFMG Certificate Attestation

Previous **Next** Cancel

Step 9. The **Review Your Cart** page appears with an overview of your **Cart Items**.



Review Your Cart

Please review the items in your cart. If you are ready to continue with this application/request, click **Proceed to Payment**. Once you proceed to payment, you will be unable to return to this screen. If you wish to cancel this application/request, click **Previous** to return to the preceding screen and then click **Cancel**.

Important Note: Navigating away from this screen, by using the Back button in your browser or refreshing your browser, may clear your responses and restart the application/request.

Product	Total
Courier (U.S.)	\$
Duplicate ECFMG Certificate	\$

Subtotal: \$

Step 10. Click **Proceed to Payment**.

Total: \$ [blurred]

Previous Proceed to Payment

Step 11. Select your method of payment, **Card** or **Bank Account**, and enter your payment information as required.

Card Bank Account

Billing Address Payment Info

Step 12. Click **Pay \$**.

Pay \$

Step 13. Once your payment is successfully processed, a **Thank You!** confirmation notification appears, and an email confirmation is sent to your email address on file.

Thank You!

You have successfully submitted your application/service request. We will notify you as soon as your request has been processed. You can also monitor the status of this request using the case number provided below.
For your reference, your case number for this request is C-42128.

Payment Confirmation Number: [blurred]

Amount: \$ [blurred]

Next

Step 14. Click **Next** to return to the **MyIntealth Applicant Portal** homepage.