

**INSTRUCTIONS FOR COMPLETING AN APPLICATION FOR A LIMITED LICENSE TO
FOREIGN MEDICAL GRADUATES PURSUANT TO 54.1-2936**

(This form has been designed to be used as a checklist for submitted required documentation.)

- The licensure application:** Follow the instructions provided on the application. The required photo should be a current full-faced passport-type photograph (no older than 6 months). If the photograph is not acceptable to the board, it will be returned.*
- Licensure fee:** Check or money order in the amount of \$55.00 made payable to the “**Treasurer of Virginia**”.

***Please note: Application and fee must be submitted together. If received separately, they will be returned**

- Certificate of Medical Education** – This section of the application (bottom of page3) must be completed by the Dean of the medical school of Virginia.
- ECFMG Certification (Form G)** – Forward the enclosed form to the Educational Commission for Foreign Medical Graduates, for verification. This verification must be sent directly to the board, or provide a copy of ECFMG certificate. (Fifth pathway applicants must submit a photocopy of their fifth pathway certificate). Form G **may not** be faxed.
- Letters of Recommendation** –
 - A. Professional Rank:** Submit a letter of recommendation from the dean of an accredited medical school of Virginia that the applicant is a person of professional rank whose knowledge and special training will benefit the medical school. This license may be renewed annually.
 - B. Fellow** (Ranked between residency level and associate professor) - Submit a letter of recommendation from the dean of an accredited medical school of Virginia that the applicant is a person whose attendance will benefit the school. This license may not be renewed more than twice.
- Authorization to Practice Medicine** – Submit evidence of authorization to practice medicine in a foreign country.

Also, please note the following:

- *The professorial rank license may be renewed annually.
- *The fellowship rank license may not be renewed more than twice.
- *Applications not completed within 6 months may be purged without notice from the board.
- *Additional information may be requested after review by a representative of the board.
- *Application fees are non-refundable.
- *Contact person: Pam Smith 804-367-4570. Email: pam.smith@dhp.virginia.gov