

Residency Paperwork Information

After receiving your notification of your residency program during Match Day and graduating in the Spring of 2022, proof of your Doctor of Medicine degree may need to be sent to their residency program, state licensing board, or future employer.

For the Registration office to provide accurate requested documentation in a timely manner and to comply with University of Washington and state policies for grading and transcript timeframes, we need you to provide us with adequate information and enough time to process documentation.

Important Timeline for Official UW Documentation

3/17/2023	Match Day
5/15 - 5/25/2023	Transition to Residency Course
5/27/2023	Physician's Oath and Hooding Ceremony (not official graduation date)
6/9/2023	Official Graduation Date and date printed on official diploma (coincides with upper campus graduation date)
6/14/2023	First day that Spring 2023 grades can be posted to transcript
6/14 - 6/29/2023	Registration unit audits ALL Spring 2022 graduate transcripts for accuracy
6/15 - 7/14/2023	As transcript information is finalized, Registration unit requests MD degree to be posted on transcript
JULY – OCT. 2023	Graduation and Academic Records Office (upper campus) mails diploma once degrees are certified

Important note: Attending the Physician's Oath and Hooding Ceremony does not mean you graduated. Graduation requirements and MD degree must be posted to verify graduation.

Residency Programs may require forms, letters, and documents to verify graduation before they may be finalized and ready. However, we must follow the main campus University of Washington quarter timelines for grade submission and verification of transcript information. Once that is complete, the posting of MD degrees on the final transcript is processed by the main campus Registrar's office, not the SOM Registration team. In the meantime, we can provide documentation on the *expected* graduation date and UW SOM timelines.

What can you do now?

- Check your [Clerkship Graduation Audit / Graduation Audit Report \(GAR\)](#) – this shows your progress toward clinical graduation requirements
- Review your [unofficial transcript](#) in MyUW as this is a preview of your official transcript. Keep in mind that Winter and Spring 2023 grades have not been posted to transcript yet.
- Verify your [address](#) in MyUW - This is where your diploma will be mailed 2-3 months after graduation.
- Provide us with sufficient time to complete your residency paper requests and provide enough information in your request.

Please be assured that it is very unlikely that your program will not let you start because you do not have your official transcript with your MD degree posted or an official diploma. A Letter of Expected Graduation will typically suffice until your final transcript and diploma are ready.

Submitting Residency Paperwork Requests

WHERE DID YOU MATCH?

Washington State

- Complete the [Consent to Release of Information form](#). We will send the Washington Medical Commission (WMC) your Letter of Expected Graduation until the final transcript is ready.
- Once you've checked your unofficial transcript on MyUW for the MD degree in late June/early July, you can order your final transcript [here](#).
- More information about Washington state licenses: <https://wmc.wa.gov/licensing>
- Please DO NOT submit the "Request for Medical School Transcripts" form from the Washington State Department of Health.
- If your residency program also requires documentation, submit your request for residency paperwork Request [Residency Paperwork Request Form](#)

Outside Washington State

- Requests may vary by State and institution so submit your request for residency paperwork Request [Residency Paperwork Request Form](#)
- If a separate form is required to be filled out, email that somreg@uw.edu. Make sure you also fill out applicant information sections and/or have a signed release
- Once you've checked your unofficial transcript on MyUW for the MD degree in late June/early July, you can order your final transcript [here](#).

Final Transcripts

- ✚ The ordering process of final transcripts is managed by the main UW Registrar's Office and a third-party transcript service, **NOT** the School of Medicine
- ✚ Check your [unofficial transcript](#) on MyUW before ordering! For most June 2023 grads, the Doctor of Medicine degree will not be posted to the transcript until sometime during the last two weeks of June or early July. Most programs will eventually want an official copy of your finalized transcript, with all grades and Doctor of Medicine degree posted.
- ✚ Official transcripts must be ordered [online](#) (\$11 is the current cost for an official copy.)
- ✚ You can download unofficial copy on MyUW for free.

Official Diplomas

- ✚ After the posting of the MD degrees, Graduation and Academic Records Office (upper campus) mails diploma to your address a few months after graduation. Your [CeDiploma](#) (an electronic certified diploma) will also be available to you 3-4 months after graduation.
- ✚ Mailed to your selected address (local or permanent) in MyUW. Please log in to make sure you have secured the correct address you want to have your diploma mailed when it is ready: <https://registrar.washington.edu/students/address-changes/>
- ✚ Diplomas are managed by the main UW Registrar's office, not the School of Medicine Registration office.
- ✚ If you have questions about your diploma, contact the UW Registrar's Office: diploma@uw.edu

FAQs

My residency program starts on June 1st, 2023, and I need a form completed and returned to them before then. Is this possible?

It depends on what type of verification the form is requesting. We can verify that you've completed requirements once all your grades are submitted to eValue or GradePage, or in some cases, confirmed with the instructor. We can verify that you've graduated/received the Doctor of Medicine degree after your degree has posted to transcript in late June/early July. Please use our [Residency Paperwork Request form](#) to request that your documentation be completed.

My residency program can't wait until after degrees are posted in late June / early July, and need some sort of verification now.

Upper campus grade posting and transcript timelines are non-negotiable. Unfortunately, the SOM Registration Office has no control over them. This is what is done until a final transcript or diploma can be provided:

- Contact or speak with the residency program directly explaining our timelines.
- Submit a letter confirming expected completion of graduation requirements and/or expected graduation, with estimated timelines if necessary: [Residency Paperwork Request Form](#).

I submitted a "Request for Transcripts" form from the Washington State Department of Health but my transcript wasn't sent. Why?

The Washington State DOH "Request for Transcripts" form is not a valid way to request transcripts. You must order [transcripts](#) directly from the Office of the University Registrar instead. Any "Request for Transcripts" forms received by our office will not be processed. If you would like to request a Letter of Expected Graduation, please submit the Residency Paperwork Request form for that type of document instead.

What can I do to help along my residency paperwork?

Make sure you are registered for Transition to Residency in Spring 2023. In addition, you can check your clinical grades on your [Clerkship Graduation Audit](#) (this report refreshes overnight). The Clerkship Graduation Audit also tells you if you are on track to graduate. Make sure you are checking with your clerkship administrators to ensure you have completed all rotation requirements and final grades are submitted by the department.

Is there a way to expedite getting my diploma, or ordering my diploma to be sent to my residency program?

The Graduation and Academic Records Office typically generates Doctor of Medicine [diplomas](#) sometime in July or August, but it could take as long as 3 months after graduation. After your MD degree is posted to your transcript in late June or early July, you can opt to purchase a \$20 "[Replacement Diploma](#)", that may be sent ahead of the expected timeline. They are shipped out at least ten business days after the order date. Contact diploma@uw.edu with questions.

Who can I contact for NPI registration?

Reach out to your Residency or visit the NPI website:

<https://nppes.cms.hhs.gov/webhelp/nppeshelp/NPPES%20FAQS.html>

Where can I go with Step 3 questions?

Contact the FSMB: <https://www.fsmb.org/step-3/step-3-information/>

Who can I contact if I may need verification of the MD degree after graduation?

Follow the instructions directions on the "All Graduates: Where Do We Go From Here?" document.