

Residency Paperwork Information

Residency programs typically ask newly matched students to submit proof of their MD degree to the program, a state licensing board, and/or their training facility.

Read this document carefully to learn how to get the various types of documents requested.

Important Timeline for Official UW Documents

3/15/24	Match Day
5/13/24- 5/23/24	Transition to Residency Course
5/24/24	Physician's Oath and Hooding Ceremony Note: This is not the official graduation date. Attending this ceremony does not mean you have officially graduated.
6/7/24	Official Graduation Date Note: This is the date you are awarded the MD degree and is the date on your diploma.
6/12/24	First day that grades for Spring 2024 courses can be posted to your transcript *
6/12/24 - 6/27/24	SOM Registration audits all Spring 2024 graduates' transcripts for accuracy
6/13/24 - 7/12/24	SOM Registration requests that UW post MD degree on transcript as audits are finalized. UW Office of the Registrar then posts degrees to transcripts.
July – Oct 2024	UW Graduation & Academic Records Office (not SOM) mails diploma after degrees are posted. *

* These dates are set by UW. SOM has no ability to adjust them.

Timing: Documents Between Match and Degree Posting

Neither SOM or UIW can verify your graduation until after all requirements are met, your transcript is audited, and UW posts the MD degree to your transcript.

It is possible that your residency program may request documents to verify graduation before those documents are finalized and ready. SOM is required to follow UW quarter timelines for grade submission and verification of transcript information. Once that is complete, the UW Office of the Registrar (not SOM Registration) can process and post the MD degree on your final transcript.

In the meantime, we can provide documentation on your **expected** graduation date and explain UW's timeline.

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 the MD degree posted or an official diploma yet. A Letter of Expected Graduation from SOM Registration will typically suffice until your final transcript and diploma are ready.

Speeding Up the Document Process:

Any of these things can hold up your document request, so check them now:

1. Review your [Clerkship Graduation Audit / Graduation Audit Report \(GAR\)](#). This shows your progress toward clinical graduation requirements, so make sure everything on it is correct and complete.
2. Review your [unofficial transcript](#) in MyUW. This is a preview of your official transcript, so make sure it is correct and complete. Remember that Winter and Spring 2024 grades have not been posted yet.
3. Verify your [address](#) in MyUW. This is where your diploma will be mailed 2-3 months after graduation.
4. Check for anything your residency program needs and get it to us ASAP so that we have enough time to process it.

Submitting Residency Paperwork Requests

For Washington State Residencies:

Step 1:

Complete the [Consent to Release of Information form](#). We will send the Washington Medical Commission (WMC) a Letter of Expected Graduation.

Step 2:

Order your final transcript in late June/early July [here](#). Check your unofficial transcript in MyUW first to make sure it is complete and your MD degree has been posted.

DO NOT submit the "Request for Medical School Transcripts" form from the Washington State Department of Health.

More information about Washington state licenses: <https://wmc.wa.gov/licensing>.

For Residencies Outside of Washington State:

The documents your residency program and/or state licensing board require will vary depending on your program and its state. Check correspondence from your program carefully for their document requirements.

Commonly Requested Documents

Forms	<p><i>Step 1:</i> Complete a Residency Paperwork Request Form.</p> <p><i>Step 2:</i> Email the form to somreg@uw.edu. Make sure you also fill out any applicant information sections and/or have a signed release.</p>
Letters	<p>Complete a Residency Paperwork Request Form.</p>
Final Transcripts The ordering process for final transcripts is managed by the UW Registrar’s Office and a third-party transcript service, NOT the School of Medicine.	<p><i>Step 1:</i> Check your unofficial transcript on MyUW before ordering! For most June 2024 grads, the Doctor of Medicine degree will not be posted to your transcript until sometime during the last two weeks of June or early July. You can download an unofficial copy on MyUW for free.</p> <p><i>Step 2:</i> Official transcripts must be ordered online .</p>
Official Diplomas Diplomas are managed by the UW Registrar’s office, NOT the School of Medicine.	<p>UW Graduation and Academic Records Office mails your diploma a few months after graduation. Your CeDiploma (an electronic certified diploma) will also be available 3-4 months after graduation.</p> <p>Read about diplomas – including mailing address - here.</p>

FAQs

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

It depends on the form. We can verify that you’ve completed requirements once all your grades are submitted, but we can’t verify that you’ve graduated/received the MD until your degree is posted to your transcript in late June/early July.

My residency program can’t wait until after degrees are posted in late June/early July and needs verification now.

SOM has no control over UW policies on grade and transcript timelines, so we suggest two things:

1. Let your program know about UW timelines (see the table on page 1 for those).
2. Request a letter of expected graduation from us using the [Residency Paperwork Request Form](#). If you need us to include the estimated timelines note that on your request.

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.

What can I do to speed up my residency paperwork?

Make sure you are registered for Transition to Residency in Spring 2024. Check your clinical grades to ensure you are on track to graduate using the [Clerkship Graduation Audit](#) (refreshes overnight). Connect with your clerkship administrators to confirm that you have completed all rotation requirements and that final grades are submitted by the department.

Is there a way to expedite getting my diploma sent to my residency program?

UW’s Graduation and Academic Records Office typically generates MD diplomas in July or August, but it could take longer. 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. Contact diploma@uw.edu with questions.

Who can I contact for NPI registration?

Reach out to your residency program or visit the [NPI website](#).

Where can I go for Step 3 questions?

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

Who do I contact for verification of the MD degree after graduation?

Follow the instructions directions on the “Degree Verification Information” document.