

# Fellowship Application System for International Medical Graduates - FAQ



uOttawa

Faculté de médecine  
Faculty of Medicine

Études médicales postdoctorales  
Postgraduate Medical Education



## How do I apply for a fellowship position?

The application process is done entirely online in 2 steps.

1. First you will be required to create an account in the [uoCampus admissions portal](#). This is where you will select the program you are interested in applying to and enter your personal information.
2. Once you have submitted the first part of your application, you will receive an email from the University of Ottawa with login instructions to complete your application via [uoZone](#). Note that it may take a few days after you submit your application to receive the email. UoZone is where you will upload your documents.

If you already have a uoZone account, you can skip the first step and apply directly in uoZone by clicking on the **Application tab** and then selecting **Medicine Application (PGME)**. Applications submitted by email are no longer accepted.



## I didn't receive the email from the University of Ottawa with the login instructions for uoZone?

This can take up to a week to receive. Please ensure to check your junk/spam folder. If not received after a week, please send an email to [pgmeapps@uottawa.ca](mailto:pgmeapps@uottawa.ca).



## The fellowship that I am interested in is not listed in the drop-down menu. How do I apply?

If the fellowship program that you are interested in is not listed in the uoCampus application portal that means that the program is currently not reviewing international trained physicians' applications. Please visit the [PGME Website](#) on May 1<sup>st</sup> for an updated list of positions available the following July.



## I'm getting an error while completing the application in uoCampus?

If you encounter any technical difficulties logging in or completing your application in uoCampus, please complete the Information Technology, [Service Desk Request Form](#). If you would like us to follow up with IT on your behalf, please send your ticket number to [pgmeapps@uottawa.ca](mailto:pgmeapps@uottawa.ca).



## I received my credentials to log into uoZone but the password isn't working. How can I get a new password?

You can reset your password through the [uOttawa Information Technology Website](#). If you are still experiencing difficulties after resetting the password, please click on Service Desk at the link above for options on how to get assistance. If you would like us to follow up with IT on your behalf, please email [pgmeapps@uottawa.ca](mailto:pgmeapps@uottawa.ca).



### **How do I upload my personal documents?**

Documents required for the application of a fellowship must be uploaded in [uoZone](#). This can only be done once you receive the email from the University of Ottawa with your credentials. Once logged into uoZone, click on **Applications**, then **uoDoc: Upload Admissions Documents**. This is where you will be able to upload your documents.



### **What should be included in the personal statement?**

- Why you are applying.
- Your ambitions and what interests you about the fellowship?
- What makes you a suitable candidate for a fellowship: relevant skills, experience, or achievements, gained from education, work or other activities.
- What is your long-term plan?



### **I have not yet completed my specialty training. Can I still submit my application?**

To be admissible for a fellowship position, you must have completed a residency before the **start** of your fellowship. If you do not yet have a copy of your specialist certificate, please submit a letter from either your Program Director or University confirming your program and anticipated end date. A letter from the board confirming that you successfully completed the specialty exams is also acceptable.



### **I've completed my medical degree in English; do I still need to write an English proficiency test?**

No, if any of your education was completed in English, please submit either a letter from your school or a screenshot of the [World Directory of Medical Schools'](#) (Program Details page), confirming the language of instruction was in English.



### **To whom should the Letters of Recommendation be addressed?**

Dr. Melissa Forgie  
Interim Vice-Dean, Postgraduate Medical Education  
University of Ottawa  
451 Smyth Road, Room 2014  
Ottawa, ON K1H 8M5 CANADA



### **Can the letters of recommendation be emailed directly to you from my referees?**

Yes, they can be emailed to [pgmeapps@uottawa.ca](mailto:pgmeapps@uottawa.ca). Once received, they will be added to your on-line application. Since the letters of recommendation are mandatory fields, please attach a document with a note "Reference letters to follow directly".



### **I do not have a sponsor. Is it still possible for me to apply?**

When you choose the program you are interested in from the drop-down menu, a pop-up appears with the program requirements, if any. If sponsorship is not a requirement, funding may be available through the program. Since the proof of sponsorship document is mandatory, please upload a file indicating that you do not have sponsorship and are applying for a funded position.

**Can I be self-funded?**

No, you must either be sponsored, or must receive a salary from a hospital affiliated with the University of Ottawa in order to complete a fellowship in Ottawa. Private or personal funds are not acceptable.

**Is completion of the Medical Council of Canada exam required?**

No, completion of the Medical Council of Canada Qualifying Examination (MCCQE) Part I or the Medical Council of Canada Evaluating Examination (MCCEE) is not mandatory for fellowship training; however, you are required to be certified by an international certification board (organization outside of Canada that certifies medical specialists).

**My application is still marked as incomplete, even though I have uploaded all the required documents. Why?**

Once you have uploaded a document to your uoZone account, it can take up to an hour for the system to show on your side that the document is uploaded and that your application is complete. Please note, you must upload a file under all required documents for your application to be considered complete, even if the document doesn't apply in your case. For example, if the original copy of your medical degree is in English, you are required to upload it under both Medical degree (original) and Medical degree (English translation). If a required document is not applicable in your case, please upload a file explaining why.

**What happens once an application for admission is submitted?**

The application is automatically sent to the program for consideration. If the program is interested in the application, they will contact you for an interview, most likely only after the deadline. Should you not be selected for an interview, you will receive a notification in your uoZone account.

**How can I follow-up on the status of my application?**

Please contact the program directly. Contact information is available on the PGME [website](#).


**Is it possible to apply for more than one fellow program at a time?**

We suggest that you apply to a maximum of three fellowship programs, unless stated otherwise when you choose the program you are interested in from the uoCampus drop-down list.

**How do I submit additional applications?**

If you want to apply to another program or if you decide to re-apply next year, please submit your application in your uoZone account and not uoCampus. Note that your uoCampus account will be disabled once your uoZone account is created. To submit another application in [uoZone](#), go to the **Applications tab** and then select **Medicine Application (PGME)**.


**How do I replace/edit documents that I have already uploaded?**

 Replacing or editing documents is not possible in uoZone. If you need to replace an already uploaded document, please send the document(s) to [pgmeapps@uottawa.ca](mailto:pgmeapps@uottawa.ca) and we will replace it for you.

**How do I withdraw my application?**

 Please send an email to [pgmeapps@uottawa.ca](mailto:pgmeapps@uottawa.ca).

**How long is a fellowship program?**

 The term of a fellowship is a minimum of 6 months and can be up to 3 years. Any additional period must be approved by our Clinical Fellowship Committee.