



TEMERTY FACULTY OF MEDICINE
UNIVERSITY OF TORONTO

Electives: An Overview of the process

PGMEAC
April 23, 2026

Temerty
Medicine



Elective Appointments Pathways:

- Canadian Citizen/Permanent Resident Electives
 - Elective applications submitted through the [Online Elective System](#) and are processed by Kelly Giddy
 - Processing times:
 - When coming from inside Canada: 3 months processing time is recommended (one month in advance will be enforced)
 - When coming from outside Canada: 3-6 months processing time is required
- International Learner Electives
 - When Citizenship status of learner is as a foreign national or Temporary Residents, application packages are to be emailed to Samantha Chin (Samantha.chin@utoronto.ca) directly
 - Processing times
 - When coming from within Ontario: 3 months minimum
 - When coming from within Canada (but outside of Ontario) or the United States: 4-6 months
 - When coming from outside of Canada or the United States (only residents): 4-6 months

Required Documents for International Elective Appointment

Elective Medical Residents/Clinical Fellow (from Ontario)	Elective Medical Resident (Canada and the U.S.)
<p><i>(minimum of 3 months processing required)</i></p> <ul style="list-style-type: none">• Departmental Appointment Letter• Home Program Approval Letter• CV (confirming CPSO number)• Medical Degree• Specialty Certification (only for Clinical Fellows)• Copy of Ontario Work Permit• Copy of Information page of Passport• Copy of CMPA• Elective Administrative Processing Fee receipt	<p><i>(minimum of 4-6 months processing required)</i></p> <ul style="list-style-type: none">• Departmental Appointment Letter• Home Program Approval Letter• CV• Medical Degree• Copy of Information page of Passport• Copy of license from home jurisdiction/College• Copy of CMPA (if in Canada, alternatives from BC and Quebec are accepted)• Elective Administrative Processing Fee receipt• PGME Visa Processing Fee receipt• Financial support letter (rate must be in accordance with PARO)

*Should any documents not be issued in English or French, English translations must be submitted as well

Required Documents for International Elective Appointment

Elective Medical Residents (outside Canada & US)	Elective Clinical Fellows (Canada and the U.S.)
<p><i>(minimum of 4-6 months processing required)</i></p> <ul style="list-style-type: none">• Departmental Appointment Letter• Home Program Approval Letter• Financial support letter (rate must be in accordance with PARO)• CV• Medical Degree• Copy of Information page of Passport• Elective Administrative Processing Fee receipt• PGME Visa Processing Fee receipt• Proof English Proficiency,	<p><i>(minimum of 4-6 months processing required)</i></p> <ul style="list-style-type: none">• Departmental Appointment Letter• Home Program Approval Letter• CV• Medical Degree• Copy of Information page of Passport• Copy of license with home jurisdiction/College• Financial Support Letter in accordance with minimum standard for A Clinical Fellow• Elective Administrative Processing Fee receipt• PGME Visa Processing Fee receipt

*Should any documents not be issued in English or French, English translations must be submitted as well

Overview on International Elective Processing:

- After a complete package is emailed to the International Registration Team (i.e., Samantha Chin), it is assessed for completeness and appropriateness of documentation.
- A record on POWER is created for the learner for their mandatory registration with PGME.
- Letter of Appointment is issued at the appropriate time and Elective can begin completing their registration on POWER
- Must complete:
 - 9 Hospital Health and Safety Policy Modules (7 completed through POWER, 2 are external)
 - Immunization Record
 - Background Attestation/VSC
 - CPSO
 - CMPA
 - Proof of health care insurance (i.e.- OHIP or UHIP)
 - Proof of valid work permit

New Immunization Verification Process (effective July 1, 2026):

- A centralized process will require all visiting elective learners to complete **immunization and mask fit verification through Verified™ (Synergy Gateway)**.
- This includes:
 - Submission and verification of immunization, Annual TB testing (if applicable), and mask fit testing
 - Book and ensure completion of an **Electronic Review Verification (ERV)** prior to starting the elective
 - Once process is completed a **Compliance Summary Document** is issued for the elective to upload to our Registration Document Portal
- This change improves consistency across sites and must be factored into **advising and elective planning timelines**.
- **Note:** *Verified™ includes a learner-paid service fee (applies to all visiting elective learners, including those under Inter-Institutional Affiliation Agreements (IIAAs)).*

Overview of Work Permit Process:

- A foreign national (i.e. not a Canadian Citizen or Permanent Resident of Canada) requires a work permit from Immigration, Refugee, and Citizenship Canada (IRCC) for authorization to work in Canada.
- This category of learners with PGME is referred to as Visa Trainees or International Learners.
- Only PGME can obtain the required CPSO Letter of Eligibility and IRCC LMIA Exemption Number (a.k.a. A#) needed for a work permit application as a Visa Trainee/International Learner.
- For the work permit application, all Visa Trainees (Medical Residents, Clinical Fellows, and Electives) must complete a Medical Examination and submit biometrics to IRCC in addition to a complete application.
- Initial work permits are issued by the Canadian Border Service Agency (CBSA) at a port of entry to Canada when a foreign national presents a Letter of Approval for a work permit from IRCC.
- Work Permit Renewal applications are processed within Canada. When approved, new work permit is mailed to the applicant by regular mail.

Overview of CPSO requirement if coming from outside of Canada or the United States:

- All International Electives coming from outside Canada and the United States must have their application at the CPSO approved by the Registration Committee before a Certificate of Registration can be issued.
- The Registration Committee meets every 4-6 weeks and to make an agenda of a meeting, an applicant must meet submission and assessment deadlines several months in advance.
- To initiate this process, I have to obtain approval from our Manager, Admissions and Registration and the Associate Dean, PGME to release an approved Support Letter from the Associate Dean.
- CPSO contacts the Elective if Registration Committee Review is required and what meeting date their application will be reviewed at; PGME has no say or influence.

Registration Committee Dates:

Application received by:	Final documents assessed by:	Meeting Date
March 26, 2026	May 14, 2026	June 11, 2026
April 9, 2026	May 28, 2026	June 25, 2026
April 30, 2026	June 18, 2026	July 16, 2026
May 14, 2026	July 2, 2026	July 30, 2026
May 28, 2026	July 16, 2026	August 13, 2026
June 18, 2026	August 6, 2026	September 3, 2026



Important Reminders:

- International Elective Learners **MUST NOT** apply for a work permit until PGME provides the Labour Market Impact Assessment (LMIA) Exemption Number
- PGME staff are not Canadian Immigration Lawyers or Consultants and cannot act in such a capacity or provide immigration advise.
- Learners should carefully review the details provided in the IRCC communication and follow instructions provided.
- Each IRCC work permit application will require a **unique** LMIA Exemption number. LMIA Exemption number cannot be reused for another application (a new one will be issued).
- At all times it is a learner's responsibility to ensure they are compliant with the regulations/guidelines provided by IRCC.

PGME Elective Team:

- Kelly Giddy (uoftpgselectives.pgme@utoronto.ca)
 - Canadian and PR Electives
- Samantha Chin (samantha.chin@utoronto.ca)
 - International Learner Electives

Questions/Comments