



**Institute for Education and Research
in Pain and Palliative Care**
Department of Pain Medicine and Palliative Care

University Hospital and
Manhattan Campus for
the Albert Einstein College
of Medicine

**Department of Pain Medicine
and Palliative Care**
Beth Israel Medical Center
Milton and Carroll Petrie Division
First Avenue at 16th Street
New York, NY 10003
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www.StopPain.org

Fellowship Checklist Documentation Checklist 2010-2011

1. House Officer (Fellowship) Application
2. Personal Statement
3. Curriculum Vitae in Chronological Order (**updated within last 6 months**)
4. Activity Flow Sheet (**explain any breaks in schooling or training**)
5. Current Passport Sized Photo (**Please sign and date the reverse side**)
6. **Three** current letters of recommendation from physicians who have actually supervised clinical work **including** information regarding work done and length of contract.
7. Letter of recommendation from Program Director (**updated within the last 6 months**)
8. National Provider Identifier (**NPI #**)
9. USMLE Steps 1-3 or COMLEX Parts 1-3 Score Reports

International Medical School Graduates must include these additional items:

1. Original transcript from the degree-granting undergraduate institution (if different from the medical degree-granting institution)
2. Valid Educational Commission for Foreign Medical Graduates (ECFMG) Certificate with valid expiration date of Fifth Pathway certificate
3. Copy of Visa (if applicable)
4. IAP-66 Form (which is obtained from ECFMG)
5. I-94 Form