

**University of Tennessee
Office of Graduate Medical Education**

Registration Checklist

Forms you need to download from the GME website (www.utmem.edu/gme) and mail or bring to the office:

1. Agreement of Appointment
2. Criminal Background Form
3. Registration Form
4. Competency Information Form
5. Payroll Authorization Form
6. Health Insurance Form or Disclaimer Form
7. Life Insurance Form
8. Disability Insurance Form
9. Outside Interests Disclosure Form
10. Immunization Record
11. Health Statement Form (Must be signed by a licensed physician)
12. Various Hospital Forms

Paperwork you need to bring to the GME office or to orientation:

1. Copy of ECFMG Certificate (if applicable)
2. Identification for I-9
3. W-4
4. Official Medical School transcript showing degree conferred mailed directly to GME (US Medical Schools Only)

Paperwork that will be completed in the GME office or at orientation:

1. I-9
2. UT ID Application
3. Institutional DEA Number Assignment

When you arrive at UT you will be assigned an email account. You need to provide this email address to the GME Office as soon as you receive it. This is how we will contact you while you are here. If you wish to use another email account, you may forward your UT account to the other address. You will receive information regarding this during orientation.