In order to expedite your credentials verification process, please follow the instructions below:

Both **electronic files** and **hard copies** are required

1. Do **scan** your **original** <u>transcript, degree and diploma</u> with **COLOR**, along with the <u>translations and notarized certificates </u>(if have**), in **PDF format**, then **attach** them all in **separate files** and **send** them to ecfmg@sdu.edu.cn within ONE email, ASAP!

2. If you have **any other certificates, such as "No Criminal Record" etc.,** scan them to me as well for background reference.

3. If you're already **certified by ECFMG**, do scan the **official certificate** to me.

4. Please make sure that each PDF should **NOT** exceed **2MB**.

5. Please **name each of the files** while you attach, e.g. "Degree Original," "Degree Translation."

6. Please put **'scanned documents'** followed by your official **full names** in the subject area.

Provide me with all of your original documents and copies and bring them to my office. If you do NOT have with you, please **print** your transcript, diploma and degree from **SDU Archives** (Tel: 88364215, located at SDU Main Campus) that bear the **official stamps and sealed by SDU Archives with envelopes.**

(My Office: 88380616 CHEN Add: R616 Admin Bldg, SDU Cheeloo College of Medicine)

Please note that credentials verification process will take approximately 2 weeks! Also note that failure of following the instructions above might result in delay of your process!

ALL credentials' authenticity is based on the data in SDU archives ONLY!