



To arrange an out-of-province elective, residents should first refer to the Out-of-Province Elective Checklist ([insert link to checklist](#)) for all details. A resident must then submit the following application form, accompanied by a letter of program approval from the Program Director to the Associate Dean, Postgraduate Medical Education (PGME), for final approval.

Out-of-province (including international) electives must align with the [Electives for USASK Residents Policy](#) as well as the associated [Procedures for Electives for USask Residents](#)

The elective planning process is labour intensive, but with the additional University of Saskatchewan governing policies relevant to travel outside of Canada, planning and notification for consideration by the Postgraduate Medical Education Office must be received well in advance of any proposed elective. Residents are strongly encouraged not to make any financial commitments (such as airline ticket purchases, etc.) prior to final approval from the Associate Dean, Postgraduate Medical Education.

Section 1: Resident Information

Resident Name:	
Residency Program:	
PGY Training Year:	
Telephone:	
Email:	

Section 2: Elective Information

University:			
Program:			
Elective Supervisor(s):			
Start Date:		End Date of the Elective:	



Section 3: Checklist of Requirements

For all Out-of-Province Electives:

☐	Residency Program has submitted letter from Program Director to Associate Dean, PGME requesting approval for elective
☐	Resident will submit Travel Request in Concur

For Out-of-Province Electives within Canada

☐	Resident will apply for appropriate licensure in the province where the elective is being offered
☐	Resident will contact CMPA to notify of the place and dates of the elective training. CMPA coverage is applicable within Canada

For International Electives (including USA):

☐	Resident has reviewed International Travel Risk Management- Academic Mobility Programs Policy and Foreign Affairs Canada travel advisories
☐	Resident will register travel with USASK International Travel Registry - https://uofs.moveonca.com/form/66da0e9eb6453e08860336c3/eng <i>Please note that questions regarding the International Travel Registry should be directed to bassey.bassey@usask.ca</i>
☐	Resident will provide proof of registration with USASK international Travel Registry to PGME (pgme.electives@usask.ca)
☐	Resident will acquire appropriate study/work permits and/or visas for training, if applicable
☐	Resident will acquire appropriate medical licensure and malpractice insurance

Section 4: Resident Signatures

Resident:			
Signature		Date	

Section 5: Associate Dean, PGME Approval

Associate Dean, PGME:			
Signature		Date	

Please send all documents and required information via email to:
PGME Office, College of Medicine, University of Saskatchewan
Email: pgme.electives@usask.ca