

STANDARD OPERATING PROCEDURE (SOP)

(FOR STUDENTS/GRADUATES SEEKING ECFMG/INTEALTH-RELATED INSTITUTIONAL VERIFICATION AND DOCUMENT SERVICES)

1. PURPOSE

This Standard Operating Procedure (SOP) provides a simple and uniform procedure for students/graduates of AIIMS Bathinda seeking institutional verification or submission of documents in connection with ECFMG/Intealth, USMLE and ERAS-related requirements.

It explains the steps to be followed to attain institutional help in completion of application/request by the students for verification/regarding ECFMG/MyIntealth/ERAS.

2. APPLICABILITY

This SOP shall apply to students/graduates of AIIMS Bathinda requiring institutional action for services such as:

- Enrollment Verification;
- Credential Verification;
- Upload/Certification of requested credentials;
- ERAS-related document submission; and
- ERAS document re-upload, where applicable.

The procedure described below relates specifically to the institutional action to be undertaken by AIIMS Bathinda. The student/graduate shall separately comply with all applicable requirements, eligibility conditions, documentation and deadlines prescribed by ECFMG/Intealth, ERAS.

3. PROCEDURE TO BE FOLLOWED BY THE STUDENT/GRADUATE

Step 1: Complete the Required Applicant-Side Process at MyInteath Side.

Step 2: Identify the Requirement for Institutional Action

After submitting the relevant application/request, the student shall check whether verification/document submission by AIIMS Bathinda is required.

Step 3: Pay the Applicable Institutional Fee (Rs 1000/-) for each request.

Where an institutional verification/document service provided by AIIMS Bathinda attracts a fee, the student shall:

- Visit the official AIIMS Bathinda website;
- Access the designated link/page for ECFMG/Intealth-related institutional services;
- Select the applicable service;
- Pay the prescribed/levied fee through the payment link provided on the official website (<https://sbcollect.sbi.bank.in/sbcollect/icollecthome.htm?corpID=2322756>); and
- Save/download the payment receipt or transaction proof.

Note: The applicable fee prescribed by AIIMS Bathinda is Rs 1000/- for every verification process/request. Step

Step 4: Send Proof of Payment and Request Details along with application to registrar@aiimsbathinda.edu.in for further processing.

After successful payment, the student shall send the payment proof as well as Request details to

(registrar@aiimsbathinda.edu.in) provided and should CC the official email ID verificationcell@aiimsbathinda.in

The email should contain, as applicable:

- Student/graduate's full name;
- Roll No./Enrollment No., where applicable;
- Phone/Contact no;
- MyIntealth ID/USMLE ID, where applicable;
- ECFMG/Intealth case/request number, where available;
- Type of service/verification required;
- Proof of payment mentioning the amount paid and other details (A/c no. IFSC code, transaction ID whichever applicable); and
- Any other information specifically required on the designated webpage.

The student should send the request from their own active email ID and retain a copy of the email and payment receipt for future reference.

4. ACTION BY AIIMS BATHINDA

Upon receipt of the student's application, payment proof with complete details mentioned, the designated official of AIIMS Bathinda after approval of the Competent Authority shall:

- a). Verify the payment details;
- b). Identify the corresponding ECFMG /MyIntealth request, wherever applicable;
- c). Verify the student's particulars and relevant academic/credential records;
- d). Process the request through the MyIntealth Entity Portal;
- e). Undertake the applicable institutional action, such as:
 - Enrollment Verification;

- Credential Verification;
- Upload and certification of a requested credential;
- ERAS document upload; or
- ERAS re-upload;

f). Submit the completed response/document through the applicable portal; and

g). Communicate completion of the institutional action to the student through the email address as a reply to the student request made.

5. TIME LIMIT FOR PROCESSING

AIIMS Bathinda shall endeavour to complete the institutional action within **15 working days** from the date of receipt of:

a) the student's **application/request with complete details by Email and approval of Competent Authority for processing of request** and

b) valid proof of payment, wherever a fee is applicable,

subject to availability of complete institutional records and receipt of the corresponding request through the applicable ECFMG /MyIntealth system.

Where clarification, correction of records, additional information, technical issues or any action from the concerned external authority is required, the processing time may extend accordingly. The student shall be informed through email wherever necessary as a reply mail to the request raised by the student.

6. AFTER AIIMS BATHINDA COMPLETES THE INSTITUTIONAL ACTION

Once the institutional action has been completed:

a. AIIMS Bathinda shall communicate the completion/status to the student through email as a reply mail.

- b. The student shall thereafter check their relevant ECFMG/MyIntealth/ERAS account for the updated status.
- c. Any further requirement raised by ECFMG/Intealth /ERAS or another concerned authority shall be complied with by the student.
- d. If a subsequent request again requires action by AIIMS Bathinda, the student shall follow the applicable procedure again by paying the prescribed fees.

Completion of institutional verification/submission by AIIMS Bathinda does not by itself constitute completion of ECFMG Certification, USMLE eligibility or ERAS/residency application.

8. IMPORTANT INSTRUCTIONS FOR STUDENTS/GRADUATES

- a. Enter your name, date of birth and academic details exactly as per the official records of AIIMS Bathinda.
- b. Ensure that the information submitted to ECFMG/Intealth is correct before requesting institutional verification.
- c. Quote the correct case/request number in correspondence with the Institute, wherever available.
- d. Use only the official AIIMS Bathinda website and designated email ID, link for payment and communication.
- e. Do not make payment through any unofficial link or to any individual account.
- f. Retain the payment receipt and email correspondence until the process is completed.
- g. Apply sufficiently in advance of any external examination/application/residency deadline.
- h. AIIMS Bathinda cannot certify information or credentials that cannot be verified from official institutional records.
- i. Students should regularly monitor their relevant applicant portal for further requirements

Check ECFMG/MyIntealth/ERAS status and comply with any further requirement

9. CONTACT

For ECFMG/Intealth-related institutional verification/document services, students/graduates shall use only the **official contact details** and dedicated email ID published on the AIIMS Bathinda website.

- Dedicated Email: **registrar@aiimsbathinda.edu.in**
- Webpage:
- Office/Section: Dean/Registrar Office
- Office Timings: 9:00AM-5:00PM

10. IMPORTANT NOTE

- This SOP is intended only to facilitate institutional verification and document-related services provided by AIIMS Bathinda.

The ECFMG Cell shall exclusively handle requests related to ECFMG services and shall issue and verify certificate only in formats approved by the Competent Authority

- The student/graduate remains responsible for complying with the latest requirements, eligibility criteria, fees, deadlines and procedures prescribed by ECFMG/Intealth, and ERAS verification.
- In case of any change in the requirements or online procedures of the concerned authority, the latest official instructions shall prevail.

11. APPROVAL

The above Standard Operating Procedure for students/graduates seeking ECFMG/Intealth-related institutional verification and document services is submitted for consideration and approval of the Competent Authority.