

# AVOID DELAYS IN RECEIVING YOUR ECFMG® CERTIFICATE

Are you close to meeting the requirements for ECFMG Certification? You may already be anticipating the next phase of your journey—applying to and entering a residency program in the United States. Take these four steps to avoid delivery delays and ensure you receive your ECFMG Certificate in time for your residency or fellowship start date.

## 1. UPDATE YOUR ADDRESS

Did you know hundreds of ECFMG Certificates are returned as undeliverable due to an outdated address or missing information? ECFMG Certificates are sent via FedEx or Certified Mail, so how your address is listed in your ECFMG record matters. You can update your address of record with ECFMG using the [MyECFMG Mobile App](#) or [ECFMG's On-line Applicant Status and Information System \(OASIS\)](#).

- U.S. addresses with a P.O. box are sent via Certified Mail.
- U.S. addresses with a street address and all international addresses are sent via FedEx.
- International addresses should include:
  - » Name
  - » House number and street name or P.O. box number
  - » City or town
  - » Province, state or county, and postal code
  - » Country
  - » Descriptive details for delivery, if needed. For example: *Second floor of red building; use back entrance.*

### 1. UPDATE YOUR ADDRESS

### 2. INCLUDE PHONE & E-MAIL

### 3. SIGN FOR DELIVERY

### 4. PAY OUTSTANDING FEES



## 2. INCLUDE PHONE AND E-MAIL CONTACT INFORMATION

When updating your address, make sure your current phone number and e-mail address are included in your ECFMG record so you can be reached if there is a delivery question. Your package may not be delivered without this additional contact information. You can update your phone number and e-mail address using the [MyECFMG Mobile App](#) or [OASIS](#).

## UPDATE YOUR CONTACT INFORMATION IN YOUR ECFMG RECORD NOW!

- [MyECFMG Mobile App](#)
- [On-line Applicant Status and Information System \(OASIS\)](#)

## 3. SIGN FOR DELIVERY

For your security, the package containing your ECFMG Certificate requires a signature at the time of delivery. Not home to sign? No problem. After the first attempted FedEx delivery, you may request that your package be held for pickup at a nearby authorized location, or you may authorize someone to sign on your behalf. If your Certificate is being delivered via Certified Mail, a delivery reminder slip will be left in your P.O. box requesting your signature before the package is left for pick-up.

## 4. PAY OUTSTANDING FEES

You must pay any outstanding charges on your ECFMG financial account before ECFMG will issue your Certificate. Not sure if you owe any fees? You can check your account balance using the [MyECFMG Mobile App](#) or [OASIS](#).

