

ESAIC EXCHANGE PROGRAMME

Application Guide

This guide is intended to help make your application process as smooth as possible. Please read it carefully.

We are always happy to help so don't hesitate to get in touch if you need to.

This is a **very competitive** programme and the **better** your **application** is, the **better chance** you have of being **successful**.

Here are our top tips for a successful application:

- Make sure you collect all the relevant material you need: Reference letters, language certificates and any other associated relevant documentation. Language certificates are especially important if you choose a country that speaks a language other than your own.
- Try not to wait until the last minute to apply. Send your application to us 3 - 4 weeks before the deadline so if there are any problems there is enough time to help you. Applying any earlier is unnecessary.
- Read the form very carefully to make sure you have answered/included everything that is requested.
- Fill out all sections to the best of your ability. You will be assessed according to your answers.

On the following page, we have provided a checklist that can help you.

Application Checklist:

- Check your ESAIC membership
 - o Is your membership up to date? Are you currently an Active/Trainee member?
- Check eligibility
 - o Are you **no less than 3rd year Trainee** and **no more than 3rd year Specialist** actively working in Europe?
- Up-to-date application portal
 - o Check website: <https://esaic.org/professional-growth/exchange-programme/>
- 2 x Personal Reference letters
 - o Are they signed and dated? Is one from your Head of Department (mandatory)?
- Language certificates
 - o Up-to-date certificates can make a good impression on your submission.*
- Host Centres chosen
 - o Please select three options. Kindly note that the ESAIC staff are making every effort to ensure that all selected applicants have the opportunity to undergo training, even if not at their preferred Host Centres.

* Please be aware that medical registration with the GMC in the UK requires you to have an I.E.L.T.S pass score of 7.5 or above or an Occupational English Test grade B or above. As studying for, and taking, the I.E.L.T.S or O.E.T exams can require a great deal of your time, please consider this before applying to a UK (or Ireland) centre or considering being located there as an alternative centre to your three preferred centres. If you fail the test once or are unable to achieve this score by February and you fail to complete your GMC registration you may only be able to participate in a one-month observership.

For the latest language requirements, please check your Host Centre List for more details.