



Education

Application Guide & Checklist

ESAIC Exchange Programme

Rue des Comédiens 24, 1000 Bruxelles

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 **higher 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.
- 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**
 - Is your membership up-to-date?
Are you currently an Active/Trainee ESAIC member?

- **Check eligibility**
 - Are you
 - a **Resident/Young Specialist**
→ *minimum a 3rd year Trainee and maximum a Specialist in their 4th year post-residency*
 - or
 - a **Specialist**
→ *minimum a Specialist in their 5th year post-residency or more senior*
 - and
 - **actively working in Europe?**

- **Up-to-date application portal**
 - Check website: <https://esaic.org/professional-growth/exchange-programme/>

- **2 x Personal Reference letters**
 - Did you download the mandatory template? [WORD](#) - [PDF](#)
 - Are they signed and dated?
 - Is one written and signed by your Head of Department (mandatory)?

- **Language certificates**
 - Up-to-date certificates can make a good impression on your submission.*

- **Preferred Host Centres**
 - 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 time, please consider this before applying to a UK (or Ireland) centre or consider being located there as an alternative centre to your two other preferred centres. If you fail the test once or are unable to achieve this score by February and thus 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 [the Host Centre list](#) for more details.