

## **HAND FELLOWSHIP CHECKLIST**

Please ensure you include all the following in your application for the University of Toronto Hand Fellowship. Due to the large volume of applications, any incomplete applications will not be considered.

### **APPLICATION REQUIREMENTS TO BE SUBMITTED IN A SINGLE PDF DOCUMENT**

- SECTION 1: APPLICATION FORM**  
Completed Hand Fellowship Application Form
  
- SECTION 2: COVERING LETTER**  
Cover letter and statement of intent on why you wish to pursue Hand Fellowship training in Toronto.
  - Indicate your current level of training and the fellowship year you are applying for;
  - Indicate whether you're applying for a 6-month or 1-year fellowship
    - 1-year start and end dates are July 1 – June 30
    - 6-month start and end dates are July 1 – December 31 or January 1 – June 30
  
- SECTION 3: CURRICULUM VITAE**  
*Curriculum vitae*, which should include pre-medical, medical and post-medical school training, research publications, certificates, awards, scholarships
  
- SECTION 4: REFERENCE LETTERS**  
Three letters of reference. One letter must be from the most recent training director (residency or fellowship). If employed for more than 2 years, the chief of the division in which the surgeon is working may write this letter.
  
- SECTION 5: EXTERNAL FINANCIAL SUPPORT**  
If not eligible for practice in Ontario, you must provide a letter of commitment of financial support for 1 year from an external source (currently \$62,000 for the 2016-2017 year; this amount changes yearly)
  
- SECTION 6: TOEFL + TSE or TOEFL-Ibt Scores:**  
If the language of your medical school was not English, you must pass the Test of English as a Foreign Language (TOEFL) and the Test of Spoken English (TSE) or the new TOEFL-Ibt (<http://web1.toefl.org/tstgprog01.cfm>). The minimum scores required are published on the General Guidelines page for U of T fellowships.