



UNIVERSITY of
ROCHESTER
MEDICAL CENTER

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Institutional letter of welcome for programs to send to those residents who have matched/been accepted into your fellowship program along with your program letter of welcome. Please insert your information where the x's are in the letter below and add the date of mailing. (This section is to be removed before mailing.)

date

Welcome to Graduate Medical Education at the University of Rochester Medical Center.

Congratulations on [programs: please choose one of the following: matching / being accepted] to our XX program. Our expectation is that you will successfully complete your current residency prior to beginning our XX fellowship program on xx/xx/xxxx. If circumstances arise that won't allow you to begin our program on time, please contact your University of Rochester program director as soon as possible. This [programs please choose one of the following: match / acceptance] is contingent on you maintaining good professional standing and completing all pre-requisites prior to the official start date of your University of Rochester Medical Center (URMC) program.

Your Graduate Medical Education (GME) agreement of appointment (contract) and action items for you to complete prior to the start of your URMC program will be mailed to you on or about April 15th of the calendar year that you will be beginning at URMC. Please keep your URMC fellowship program coordinator apprised of your address to use for this mailing. In order to facilitate the new hire process we have posted most of the necessary documents on our web site at <http://www.urmc.rochester.edu/smd/gme>. On our home page, click on the red checkmark that says "New Hire Information." In this section you will also find the most current version of the Resident/Fellow Manual which outlines all GME policies. Please do not do send us documents until you have received the contract mailer. Information on health insurance and institutional orientation will be sent in that mailing.

We look forward to having you at the University of Rochester Medical Center. Please feel free to contact us if you have any questions.

Sincerely,

Jean Boedecker
Administrative Director, Graduate Medical Education

Diane M. Hartmann, MD
Senior Associate Dean for
Graduate Medical Education