

Pre-Placement Requirement Clearance Information International Visiting Electives

*In partnership with **Synergy Gateway Verified Inc.***

University of Toronto Medical Electives has partnered with Synergy Gateway Inc. to provide support and clearance for pre-placement requirements. To have your documents validated you will be required to book an Electronic Requirements Verification (ERV) Review through **Verified**, a proprietary platform that is used by students across Ontario for the purpose of digitally collecting placement requirements and documentation for verification. Log in details to **Verified** will be sent to your school email account once the system is up and running for our programs.

DEADLINES

Pre-Placement Requirements Due: No later than December 1, 2025

YOUR ERV REVIEW

Be sure to review the list of pre-placement requirements below and plan when and how you will be completing them. It is important to remember that some requirements may take an extended time to complete.

Once your access is activated, book an **ERV Review** through your **Verified** account. For help on how to navigate **Verified**, please log in and go to 'Important Forms'. There you will find user guides to assist you with the process.

You are encouraged to **book your Review** early, even if you do not have all documentation in place. Do not wait until a week or two before the deadline to book your Review; Review times will fill.

Ensure all your pre-placement documents are uploaded to your account by 9:00 AM (EST) on the day of your ERV Review. You do not need to be "present" on the day of your Review – this is the date that Synergy Gateway retrieves your documents for review.

To avoid paying additional Review fees, ensure all your documentation has been uploaded **before** 9am (EST) of your ERV Review date. If documents are outstanding at this time, you will not be cleared for a placement. If documentation is missing or a requirement is not complete, you will need to book a follow-up Review for an additional fee.

Once your documents have been reviewed you can download your Compliance Summary Document which will serve as a Completion Certificate. **Keep this for your records and upload to your AFMC Portal Student Profile.**

Synergy Gateway Inc. is **not** the authority on University of Toronto policies and deadlines. Please check with medicine.electives@utoronto.ca or the UofT AFMC Landing Page: <https://afmcstudentportal.ca/university-of-toronto> if you have questions related to pre-placement requirements.

Please upload for Review:

- AFMC Immunization Medical form
- Blood work/lab reports (as required)
- Certification cards (as required)
- Originals of all documents

STUDENT FEES

Initial Clearance Review	\$ 50.50 +TAX
Missed Review	\$ 50.50 +TAX
Follow-up Review	\$ 10.00 +TAX

Synergy Gateway is here to help! Contact Synergy Gateway at www.Synergyhelps.com - Submit a Help Desk ticket and they will be in touch. Help Desk hours are Monday to Friday, 10am – 3pm (EST), excluding holidays.

**** Important Note****

Please ensure your documents are valid until the end of your placement period. Students with requirements expiring during the placement period must renew (before expiry) and provide updated documentation to Verified by Synergy Gateway Inc. to continue to be eligible for placement. This will require another ERV Review at FULL service fees. To avoid multiple Review fees, we suggest you update all expiring documents in one Review.

PRE-PLACEMENT REQUIREMENTS CHECKLIST

MEDICAL REQUIREMENTS <i>* Students with certifications/requirements expiring during the placement period must renew (before expiry) and provide updated documentation to Verified by Synergy Gateway Inc. to continue to be eligible for placement. This will require another ERV Review and there will be a charge for this Review.</i>	COMPLETED WITH DOCUMENTATION
AFMC Immunization & Medical Form completed by your Health Care professional & supporting documents. THIS FORM MUST BE COMPLETED AND UPLOADED.	
Tetanus/Diphtheria Documented proof of 3 vaccinations for tetanus/diphtheria in the last 10 years.	
Pertussis Adult dose after the age of 18.	
Polio Proof of complete series of 3 vaccines.	
Measles, Mumps, Rubella (MMR) Documented proof of two vaccinations or blood work results showing immunity.	
Varicella Documented proof of two vaccinations or blood work results showing immunity.	
COVID-19 Vaccination Receipts Documented proof of double vaccination status.	
Hepatitis B Anti-Hbs Bloodwork – Mandatory. – Test for Immunity. Documented proof of Hepatitis B Anti-Hbs blood test results.	
Hepatitis B HBsAG Bloodwork – Mandatory. – Test for Infection Documented proof of Hepatitis B HBsAG blood test results.	
Hepatitis B Vaccinations Documented proof of primary series of vaccinations. If your serology results show you are not immune, then boosters will be required. You can have up to three additional boosters.	
Tuberculosis (Mantoux) – 2 Step TB Skin Test (+ 1-Step Test if required) Documented proof of a baseline 2-step TB Skin Test (TST). If 2-Step TST was completed <i>more than 12</i> months ago, please submit it along with a current 1-Step TB test. A medical follow-up with chest x-ray is required if a person has EVER had a documented positive TB skin test.	
NON-MEDICAL REQUIREMENTS <i>* Students with certifications/requirements expiring during the placement period must renew (before expiry) and provide updated documentation to Verified by Synergy Gateway Inc. to continue to be eligible for placement. This will require another ERV Review and there will be a charge for this Review.</i>	
Mask Fit Testing Valid until June 30, 2025. Mask Fit must be valid until June 30 of the year the elective takes place.	
English Proficiency Test Required if the language of instruction at home school is not English.	
Valid Provincial Health Coverage – Canadian Health Card If applicable, upload a valid Canadian provincial health card. International students without a valid Canadian card will receive additional correspondence.	



Proof of Citizenship - Passport Required – Must be valid until June 30 of the year the elective takes place, or as otherwise required by the Government of Canada.	
Proof of Lottery Acceptance Required – Copy of lottery acceptance email.	
Proof of Photo Required – An actual photo needs to be presented, not an ID.	
Criminal Self Disclosure Form Required.	