



EDUCATIONAL COMMISSION FOR FOREIGN MEDICAL GRADUATES

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REQUEST TO CHANGE APPLICANT CONTACT INFORMATION

You can update the **contact information** in your ECFMG record (mailing address, phone and fax numbers, and e-mail address) on-line using ECFMG's On-line Applicant Status and Information System (OASIS). You can access OASIS on ECFMG's website at www.ecfmg.org. You can also submit the following Form 182 to make changes to your contact information.

To change the **name** in your ECFMG record, you must submit Form 182 and the required documentation, as described below. Although you can check your name of record using OASIS, you cannot use OASIS to change your name.

INSTRUCTIONS

- ◆ You may use this form to request changes to the following components of your applicant record: Name, Address, Phone, Fax, and E-mail Address. Complete all sections on page 2 of this form and submit it to ECFMG at the address listed on page 2.
- ◆ If you are requesting a change of name, you must read the ECFMG Policy On Name Changes below, and submit the required documentation with Form 182 to change the name in your ECFMG record.

ECFMG POLICY ON NAME CHANGES

Your ECFMG record contains your name as it appears on your initial application (unless you legally change your name and submit to ECFMG acceptable documentation of this name change). The name in your ECFMG record will appear on all communications that ECFMG sends to you. This name will also appear on your Standard ECFMG Certificate once you have met all requirements for certification. You must ensure that the name in your ECFMG record is your correct and current legal name.

If you request a change in the name in your ECFMG record, your request must be accompanied by one of the legal documents described below:

- Passport (including the page with your photograph),
- Birth certificate,
- Marriage certificate,
- Official court order,
- U.S. Resident Alien Card, or
- U.S. Naturalization Certificate.

Please do not submit an original document; a copy of the document is sufficient.

All documents submitted to change your name that are not in English must be accompanied by an official English translation. The English translation must be **prepared by** and certified to be correct by a government official, medical school official, or recognized translation service. The translation must appear on official stationery, must identify the translator, and must bear the signature of the official or representative of the translation service.

All documents submitted to change your name will become part of your permanent ECFMG record.

Attestations and affidavits are not acceptable as documentation to change your name.

For complete information, see "Name of Applicant" and "Changing or Verifying Your Name" in the ECFMG *Information Booklet*.

