

**DOCUMENTS TO BE SUBMITTED WHEN APPROVAL IS SOUGHT FOR
OVERSEAS TRAINING**

1. Personal details of the Trainee.
2. Present place of work in Sri Lanka.
3. Documents with regard to the offer of the placement (letter or e-mail).
4. Proposed date of commencement of appointment.
5. (i) A statement pertaining to the status of the placement offered (whether)
 - a. A paid job
 - b. A job requiring completion of an orientation period and the period (with documentary evidence)
 - c. An attachment based on a PGIM scholarship
 - d. Observer status, if relevant(ii) Details of the placement offered
 - a. Hospital and the names of Overseas Supervisors
 - b. Short CV of the Overseas Supervisor
 - c. Hospital profile (a download from the internet is sufficient)
 - d. The job profile/contract, including the case load of the unit
 - f. Completed Accreditation Form
6. A letter from the Board of Study to the effect that progress reports of local training has been satisfactory.
7. The IELTS certificate – it is a requirement by the PGIM that all trainees must have at least a “Band-7” pass in the IELTS irrespective of the country in which they plan to do their overseas training (some countries may require a higher band).
8. Overseas contact details of the Trainee (address, telephone numbers, e-mail).
9. Documents, if any, to indicate that Board of Study approval has been obtained for the placement.
10. A statement pertaining to additional expenditure, if any, to be incurred by the Trainee/PGIM for securing the training placement(Eg. medical council registration, medical/health insurance, indemnity insurance, work permit), indicating whether funds will be forthcoming from the institutions concerned.