



GUIDELINES FOR POSTGRADUATE CANDIDATES

- Out of six posts that are eligible for the MD/MS program at USAIM – four posts should be in the desired branch of specialty and two posts should be in either the allied or desired branch of specialty
- Fill in the application form
- Send scanned copies of the following to admissions@usaim.edu
 - ✓ Cover Letter
 - ✓ Completed Application Form
 - ✓ Curriculum Vitae
 - ✓ Scanned Passport Size Photograph
 - ✓ Attested Copy of MBBS Degree Certificate
 - ✓ Attested Copy of MCI / State Certificate of Registration
 - ✓ Attested Copies of 6 Posts Certificates on the Hospital Letterhead and Signed by the Head of the Hospital
 - ✓ Attested Copy of Postgraduate Diploma or Degree Certificate
 - ✓ \$50.00 Non-Refundable Application Fee
- A non-refundable application fee of \$50.00 is to be paid at the time of submitting the application in any of the following ways:
 - 1) Bank Transfer
 - 2) Demand Draft payable to 'USAIM'
 - 3) Pay by credit card online: http://www.usaim.edu/admissions_pay_tuition.aspx
 - 4) Pay in INR to the Exam Coordinator: Mr. Kapil Deshpande, USAIM India Chapter
- You will receive a scanned copy of your Acceptance Letter from the USA Office upon approval of your application
- Please make arrangements to pay the examination fees in US Dollars as notified in your Payment Information, either by direct bank transfer or by draft payable to 'USAIM' in the amount of \$9000.00

- The details of the bank transfer are printed in the Payment Information. Once you transfer a total of \$9000.00 through your bank, send an email with all the pertaining details of the bank with your name, specialty, and batch to admissions@usaim.edu
- Other processing fees may apply (for example: returned check fees, bank fees, etc...)
- Upon receipt of payment, the USA Office will send you the scanned Admission Letter and the receipt
- After the PG guide signs your dissertation/project report/evaluation of clinical cases, make one copy (1) for yourself and submit the original to :
 - Mr. Kapil Deshpande
 - USAIM Exam Coordinator
 - Aditya Birla Memorial Hospital
 - Aditya Birla Hospital Marg
 - Chinchwad, Pune 411 033
 - Maharashtra, India
 - Phone: +91-86981918
 - E-Mail: kapil.deshpande@usaim.edu
- Your dissertation/project report/evaluation of clinical cases must be submitted one week before the exam. Non submission of the dissertation will stop you from appearing in the exams.
- **Instruction for dissertation sent to you should be strictly followed before submitting your dissertation or else it will be returned back**
- Any scanned document you submitted to admissions@usaim.edu, you must bring the original documents for verification one day before the Theory exam
- The results will be released 20 days after the examinations on the USAIM website
- The original documents, passing and degree certificate will be mailed from the USAIM USA Office to the graduates one month after the exam
- In case a student fails the examination, he/she may re-appear (up to two more attempts with a payment of \$1000.00 per attempt towards examination fees - \$400 for theory + \$600 for practical - whichever is applicable). If the student fails theory or practical or both, he/she must appear in the next batch
- In case of any questions, please email admissions@usaim.edu