

NOTICE

Verification requests for physicians

September 10, 2024

To improve the verification process for physicians who completed their medical and/or postgraduate training and obtained their degree from the Faculty of Medicine of Université de Montréal, you should consider the following instructions:

Requests	Service
<ul style="list-style-type: none"> • Confirmation of diplomas / Verification of credentials / Degrees awarded • Verification of training dates only 	<p>Please send your requests to : Office of the Registrar - UdeM Pavillon J.A.-DeSève 2332, boul. Édouard-Montpetit, 3e étage Montreal, Canada H3T 1J4 Demande d'information - Bureau du registraire - Université de Montréal (umontreal.ca)</p> <p>Or please complete the Request form on-line : https://registraire.umontreal.ca/documents-officiels/confirmation-de-diplomes-et-verification-de-documents/</p>
<ul style="list-style-type: none"> • Official transcripts 	<p>Requests for official transcripts must be made through the website by the requesting physician to authorize the release of information. The physician can enter the mailing address or email of the organization where the transcripts should be sent.</p> <p>Request for official transcripts: http://www.etudes.umontreal.ca/dossier/doc_officiels.html</p>
<ul style="list-style-type: none"> • Verification forms to be completed by the Dean or the Program Director • Recommendation of the physician and/or privileges 	<p>Please send your requests to : Secretary Office of the Faculty of Medicine – Archives section</p> <p>(See below for contact information and fees)</p>

▪ **Contact information:**

Mailing address :

Attn: Archives section
Faculté de médecine - Direction
Université de Montréal
PO Box 6128, succursale Centre-ville Montréal
(Québec) Canada H3C 3J7

Specialist :

Archives Technician

Phone : 514-343-6111, # 4131

Email archives@meddir.umontreal.ca

Street address :

Faculté de médecine - Direction - Secrétariat - Archives
Pavillon Roger-Gaudry, N-415-9
Université de Montréal
2900 boul. Édouard-Montpetit Montréal
(Québec), Canada H3T 1J4

Faculté de médecine
Secrétariat de la faculté

▪ **Fees for requests sent to the Secretary Office of the Faculty of Medicine:**

Charges are **US \$60** to be paid by **check**. Please make your check payable to: **Secretary Office - Faculty of Medicine**. All requests have to be paid before being processed.

▪ **Documents provided:**

For any general information or forms to be completed by the Program Director, the documents provided can be digital copies sent by email to accelerate the process instead of sending hard copies by mail. By request, these digital copies can be certified with a seal of the Faculty of Medicine affixed by the Secretary office.

Should you require any further information, please do not hesitate to contact us.

Josette Noël, Ph.D,
Associate Vice-Dean
Secretary Office - Faculty of Medicine
Université de Montréal

Geneviève Neveu,
Archives technician
Secretary Office - Faculty of Medicine – Archives section
Université de Montréal
archives@meddir.umontreal.ca