**IMPORTANT NOTICE**

**Verification requests for physicians**

July 2\(^{nd}\), 2015

To improve the verification process for MDs 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:

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<th>Requests</th>
<th>Service</th>
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<tbody>
<tr>
<td>• Verification of credentials/degrees awarded; • Verification of training dates only</td>
<td>Please send your requests to: Bureau du Registraire Pavillon J.A.-DeSève 2332, boul. Édouard-Montpetit, 3e étage Montreal, Canada H3T 1J4 <a href="mailto:bureauduregistraire@regis.umontreal.ca">bureauduregistraire@regis.umontreal.ca</a></td>
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<td>• Official transcripts</td>
<td>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 of the organization where the transcripts should be sent. Request for official transcripts: <a href="http://www.etudes.umontreal.ca/dossier/doc_officiels.html">http://www.etudes.umontreal.ca/dossier/doc_officiels.html</a></td>
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<tr>
<td>• Verification forms to be completed by the dean or the program director; • Recommendation of the physician and/or privileges.</td>
<td>Please send your requests to: Bureau du Secrétaire - Faculté de médecine (See below for contact info and fees)</td>
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</table>

**Contact info:**

**Mailing address:**
Bureau du Secrétaire - Faculté de médecine Université de Montréal PO Box 6128, succursale Centre-ville Montréal (Québec) Canada H3C 3J7

**Street address:**
Bureau du Secrétaire - Faculté de médecine Pavillon Roger-Gaudry, N-415-9 Université de Montréal 2900 boul. Édouard-Montpetit Montréal (Québec), Canada H3T 1J4

**Specialist:** Archivist  
**Phone:** 514-343-6111 ext.4131  
**Fax:** 514-343-6938  
**Email:** archives@meddir.umontreal.ca
- Fees for requests sent to Bureau du Secrétaire – Faculté de médecine:

Charges are **US $60** to be paid by **checks**. Please make your check payable to: **Bureau du Secrétaire - Faculté de médecine**. 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 also be certified with a seal of the university affixed by the Secretary’s office.

For more information, please feel free to contact us.

Josette Noël, Ph.D
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Associate Vice-Dean
Université de Montréal

archives@meddir.umontreal.ca