



Policies and Procedures

Subject: Transfer Request Applications	
Created: May 2015	Revised: Sept 2016, June 2018, Feb 2024
Reviewed and approved by the Residency Program Committee: April 2026	Next review date: April 2029

Departmental Policy for Transfer Requests into the Family Medicine Residency Program at Dalhousie University from other Family Medicine or Royal College Programs outside of the CaRMS process.

All Faculty of Medicine transfer requirements must be met. Please refer to the PGME policy: [Residency Program Transfer Guidelines](#)

Applications will be reviewed by members of the Family Medicine Selection Sub-Committee within 30 days of receiving the complete application.

According to the College of Family Physicians of Canada (CFPC) requirements for residency eligibility, candidates will not be considered for terms less than 18 months if they are entering Family Medicine training from a Royal College program. Residents transferring to Dalhousie Family Medicine from other Canadian Family Medicine programs will be assessed individually upon commencing training to determine remaining competency requirements. All residents must complete a minimum of 24 months in Family Medicine training.

For an application to be considered by the Department Selection Committee it must include the following:

- A curriculum vitae (CV).
- A personal letter outlining the resident's interest in family medicine and the resident's request and reason for transfer.
- A reference letter from the current Program Director.
- 2 additional letters of reference.
- All in-training assessments/evaluations.
- A summary of the Resident's training record (including leaves, formal remediation outcomes, and any investigations/appeals in progress).

Forward all documents to: Postgraduate Program Director
c/o. Family Medicine Education Secretary
Department of Family Medicine, Dalhousie University
1465 Brenton Street, Suite 402
Halifax, NS B3J 3T4

Email: fmeducation@dal.ca Phone: 902-473-8047

The Family Medicine Education Secretary will arrange an interview if one is to be offered.