



## Requirements for applicants to the Interstitial Lung Diseases (ILD) Fellowship

Division of Respiriology and Sleep Medicine - Queen's University

Kingston, Ontario, Canada.

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### \*Requirements:

- Application letter - free form
- Trainee's Curriculum Vitae
- Copy of trainee's MD diploma and Specialty Certification
- For International Medical Graduates, evidence of successful completion of a Test of English:

#### **Acceptable scores on Tests of English**

-Test of English as a Foreign Language (TOEFL)

Internet Based Test (iBT)	88 Overall
	24 Writing
	22 Speaking
	22 Reading
	20 Listening

Paper Based Test	580
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-International English Language Testing System (IELTS) – score of 7

- Letters of Support from the Program Director and/or from a Faculty member from each of the prior training programs:
  - Internal Medicine
  - Respiriology
- Proof of Citizenship (e.g. copy of a passport).
- Deadline to apply: July 31st of the year prior from commencing the Fellowship (July 1st).

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\*These requirements include those of the Queen's University Postgraduate Medical Education Office (PGME).

For additional information contact:

Onofre Moran-Mendoza, MD, MSc, PhD, FRCPC.

Director, Interstitial Lung Disease Fellowship Program.

Associate Professor, Division of Respiratory and Sleep Medicine.

Queen's University, Kingston, ON Canada

E-mail [morano@queensu.ca](mailto:morano@queensu.ca) Phone: (613) 548-1380. Fax: (613) 549-1459



## Interstitial Lung Diseases (ILD) Fellowship Applicants Selection Process

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Applications to the ILD program are received until July 31st of the year prior from commencing the Fellowship (July 1st).

After the required documents (see requirements section above) have been received and reviewed by the ILD Program Director who will interview the applicants and for those considered eligible for the ILD Program, their documents will be sent to the Respiratory Training Program Director and the Division of Respiratory and Sleep Medicine Chair for their opinion; as well as to the Postgraduate Medical Education Office (PGME) to ensure the applicant complies with the academic and administrative requirements of the University.

- The Divisional Chair and Respiratory Training Program Director will interview the applicants, if they wish.
- The ILD Program Director will determine the suitability of the applicant to the ILD Fellowship Program.
- If there are any concerns about the applicants' suitability, the ILD Program Director and the Respiratory Training Program Director will meet to discuss them.
- For International applicants, the PGME office will verify that there is an existing sponsorship agreement with their University, or arrange for such agreement.
- When all above requirements are met, the PGME office issues a welcome e-mail, including a letter of appointment (LOA)\* and notifies the sponsor.
- Once the LOA is signed by trainee and returned to the PGME Office, PGME will communicate with the College of Physicians and Surgeons of Ontario (CPSO) for the submission of Assessment of Licensing Eligibility through the Credentials Section, Registration Department. Processing time: approximately 4-6 weeks, max. 8 weeks during peak periods (April – July).
- Once all the above documentation is prepared, the PGME office will guide the prospective trainee to the corresponding VISA and immigration processes.
- Trainees will be required to meet all credentialing requirements for KGH as applied through the Medical Directors Office.

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\*Notes: The ILD Program Director cannot issue a LOA; however, he/she can issue a conditional letter of acceptance -that must state: **“This offer is conditional based on final approval of the Associate Dean, Postgraduate Medical Education. If approved, an official Letter of Appointment will be forthcoming from the Associate Dean, PGME”.** The total processing time is 6 to 8 months.