

Medical University of South Carolina

Request for Replacement Completion Certificate

Instructions:

1. Please complete the form below. Please provide legal documentation for a name change request (marriage license, divorce decree, legal name change, etc.).
2. Send form along with payment to the address below.
3. The information supplied will be verified by the Graduate Medical Education Office or your training program.
4. Allow 6-8 weeks for delivery.

NAME: _____ **DATE:** _____

OTHER NAME KNOWN AS: _____ **BIRTH DATE:** _____

EMAIL ADDRESS: _____ **PHONE NUMBER:** _____

RETURN ADDRESS: _____

TRAINING PROGRAM NAME: _____

DATE PROGRAM COMPLETED: _____

DATES OF ATTENDANCE: _____

NAME AS YOU WISH IT TO APPEAR ON THE CERTIFICATE:

REASON FOR REQUEST: _____

Please enclose check made payable to "MUSC". The GME Office is not able to accept electronic or credit card payments.

TOTAL CHARGE: \$50.00

I hereby certify that the above statements are true. I understand that the Medical University of South Carolina reserves the right to institute any appropriate legal or other proceedings for misrepresentation of the information stated above or in case of fraud.

SIGNATURE: _____ **DATE:** _____

VERIFICATION BY GME OFFICE or PROGRAM: _____ **DATE:** _____

RETURN TO: Rob Chisholm, M.A.
MUSC - Office of Graduate Medical Education
169 Ashley Avenue, MSC 333
Charleston, SC 29425

Phone: 843-792-7365 **Fax:** 843-792-9295 **E-mail:** chisholr@musc.edu