



## Sponsored Trainee Application Registry (STAR)

### Welcome to the Sponsored Trainee Application Registry (STAR)

In order to apply to the Postgraduate Medical Education (PGME) Office at the University of Toronto, you will need to upload your application with required documents specific to your program of interest.

Please note that the STAR portal is used both as an application portal and a document repository. The documents provided by you on this portal are reviewed by our team and then submitted to the program of your interest by our office, on your behalf.

#### A) Submitting your application:

1. Enter your application details on the first page that pops up after you clicked "Create New Account." Please ensure that the information you input is correct and up to date. The fields shown with a red asterisk (\*) are mandatory.

Click "Create" once you are done filling out the fields.

The screenshot shows the 'Create New Account' form for the PGME Sponsored Trainee Application Registry. The form is divided into several sections: 'Personal Details' with fields for First Name, Last Name, Email, University where Medical Degree was obtained, Medical Degree Year of Graduation, Name of Fellowship, Program Deadline, and Comments (limited to 200 characters); 'Anticipated Start Date' (2019-07-01), 'Anticipated End Date' (2020-06-30), and 'Sponsorship' (Select One); 'Sponsoring Agency' (Select one); 'Application Type' with fields for Application Position, Specialty Department, Subspecialty Division/Department, and SubDivision/SubProgram. A 'Create' button is at the bottom right, and a 'Return to Login Page' button is at the bottom left. A red asterisk (\*) indicates required fields.

2. Once your STAR application account is created, you will receive an email with a username and a password.

These login credentials can be changed after first time of logging in.



Sponsored Trainee Application Registry (STAR):  
<https://u8138216.ct.sendgrid.net/sfclick/sgjsrVwkvQzram2P4Y8TE-2Fthmf9g0Lch4ed0Wma-2F3cfsyq2ktnbvarv197MMaHz-2FDC3pbA9CT000EkmWQ-3D-30AH4O-4nozrGE2i4M-2FC6nvqUWip29worfuCH-2FY3WY6A-28nYWs5fEYcg5pkNbdNAP73m-2F3hthJuUqPgQHDAAoinF3pd0HGjd4S4PQY6qulYcm2LSooAADUJQ6-28cRpQqv37NRUva4FTG-2F-28CfKpDawYF9yeJ6NoKYsvOrfKscDnuyhNime9-2F182JU3ezp62-2FCbLUGcp1dG0phQjelhkefeM-2F9KM5ZCOfob877y-2FmYvQY-2FBM-3D>  
Username: app210901013453r  
Password: CPsy8VevR  
  
Still need help? Contact the University Application Coordinator at [pgme.international@utoronto.ca](mailto:pgme.international@utoronto.ca).  
  
For the best user experience and reliability we recommend that you use FIREFOX or CHROME browser.  
  
PLEASE DO NOT REPLY TO THIS MESSAGE

Using the login credentials you've received in your email, please log back into the system and **change your username and password**. Please ensure to check your spam/junk folders if you cannot view the email.

3. Click on the **Required Documents** tab. Determine what documents you are required to upload as indicated by \*. Click on **Browse** to select the appropriate file from your computer and then click on **Upload**.

On successful upload, the time, date, as well as an icon will appear. You may click on the icon to view the file at any time. If you re-upload a new file, it will over-write the existing file. You are welcome to upload further relevant documents under the **Additional Documents** tab.

*\*Please note: time required for uploading may vary depending on file size and connectivity. Please read the electronic STAR notes that are highlighted in colour (for example, the sponsoring agency must upload the sponsorship letter).*

4. Once all the required documents have been uploaded, your sponsoring agency will receive an email informing them that the application is ready for their review and approval.
5. Your sponsoring agency will then upload a prospective funding letter on your application and the the PGME Office will be notified by email that your application is now ready for review and submission to the program of interest to you.



## B) Post Submission:

1. Once your application is complete and has been approved by PGME, it will be sent to the program for consideration. You can check the status of your application on STAR under the **Status/Messages** tab. Possible status results include:

- In Progress
- Submitted to PGME for Review
- Submitted to Program for Consideration
- Declined
- Interview
- Offer
- Appointment with PGME

If your application is not approved by PGME, you can check for additional information through the **Status/Messages** tab (for example, the section may record that incorrect documentation has been uploaded).

*\*Please note: Normally, programs contact applicants directly regarding the results of their application. If there is less than 8 months until your anticipated start date, and there are no news from the program or an update on STAR, a follow up enquiry may be necessary.*

2. To post a message for your sponsoring agency or PGME, click on the **Status/Messages** tab and scroll down to the **Messages** box. Add a comment in the post message text box and select the individuals you would like to alert. Click to save the message so that it can be read by your sponsoring agency or PGME.
3. After your application is submitted for consideration, the respective program will contact you directly to inform you of their decision. If you receive an offer, our office will issue you a post offer letter which validates your offer and status with PGME at the University of Toronto.
4. Upon receiving a signed copy of your post offer letter, your sponsoring advisor will upload a **“Financial Guarantee” (FG)** on your STAR account in the corresponding field. Once your FG is received, our registration team will reach out to you regarding next steps for licensing and registration.



### A Few Notes:

- Your application will be considered received by our office only when its status reflects “**Submitted to PGME for Review.**” If an application is “**In Progress,**” it is assumed that the application is NOT finalized and that there are outstanding items to be completed either by the applicant or by their sponsoring advisor.
- If there are documents that require updates or are outstanding, our team will put your application back “In Progress” for you to make the necessary changes.
- Please note that while our office submits all the sponsored trainee applications to the respective programs, we do not play a role in reviewing those applications for consideration. In other words, our office has role in the decision-making for acceptance. Programs make all decisions with respect to acceptance.
- Lastly, please note that each fellowship program has their **individual application deadlines**, and application review and interview timelines. Because this information changes frequently, it is not always possible for our office to accurately respond, when asked about the status of an application after its submission.

If you have any questions or concerns about the Sponsored Trainee Application Process, please email Skye Tulay at the PGME International Office: [pgme.international@utoronto.ca](mailto:pgme.international@utoronto.ca)