



SPECIAL NOTICE

FOR ALL CREDENTIALING SERVICE AGENCIES

The Office of General Surgery Residency Training Program at Rutgers New Jersey Medical School requires a \$50 fee for all residency training verifications and reference evaluations. We will not provide reference evaluations for graduates more than 3 years removed from completion of training.

This fee is necessary to recover costs associated with retrieval and processing verifications and references for house staff who attended the Rutgers NJMS General Surgery Residency Program.

To expedite verification and reference requests, please submit the following documents to the below address:

1. Written Request, including last name, first name and social security number of physician and dates attended.
2. Money order or check for \$50.00.
Payable to UPA, Department of Surgery
Mailed to: Rutgers NJMS General Surgery Residency Program
185 South Orange Avenue
MSB G506
Newark, NJ 07103
3. Signed authorized release of information form from the physician.
4. Self-addressed, return envelope.
5. Fax number, should you wish the form returned via fax.

Please allow 7-10 business days for completion following receipt of payment. Verifications and references are processed in the order in which they are received.

Please call us at 973-972-5018 or email NJMS_gensurgres@njms.rutgers.edu should you have any questions or require additional information.

Thank you,

Rutgers NJMS General Surgery Residency