



MEDICAL COUNCIL OF MALAWI

APPLICATION PROCEDURE FOR CERTIFICATES OF GOOD STANDING, INTERNSHIP COMPLETION LETTERS, CORU VERIFICATIONS, AND OTHER EXTERNAL VERIFICATIONS

Practitioners who require any of the following services must follow the procedure outlined below:

- Certificate of Good Standing (COGS);
- Internship Completion Letter (ICL);
- CORU verification;
- ECFMG verification;
- DataFlow verification; or
- Any other external verification.

1. Eligibility Requirements

In accordance with the Medical Practitioners and Dentists Act and applicable Regulations, the practitioner must:

1. Be registered with the Medical Council of Malawi (MCM).
2. Have no outstanding fees, fines, or penalties.
3. Have no criminal convictions.
4. Provide proof of payment of the applicable fee.

2. How to Apply

The practitioner must submit a written application clearly stating the type of document or verification required.

Applications may be submitted electronically to:

Email: medcom@medcommw.org

The application must be accompanied by all relevant supporting documents.

3. Information to Include in the Application

The application must include the following:

1. The practitioner's full name, as indicated on the registration certificate.

2. The practitioner's postal address.
3. The practitioner's MCM registration number.
4. The type of document or verification required.
5. The name and contact details of the institution or organisation to which the document should be sent.
6. The preferred method of delivery, either:
 - Electronically through email; or
 - Physically through courier.
7. Proof of payment of the applicable fee.

Where delivery through courier is requested, the practitioner will be responsible for the courier charges.

4. Applicable Fees

4.1 Certificate of Good Standing

- **Local Practitioners:** K140,000
- **International Practitioners:** USD 200 or the Malawi Kwacha equivalent

4.2 Internship Completion Letter

- **All registered practitioners:** K40,000

4.3 CORU Verification

- **All registered practitioners:** K40,000

4.4 ECFMG, DataFlow, and Other External Verifications

MCM does not charge a fee for verifying documents issued by the Council through ECFMG, DataFlow, or similar organisations.

However, practitioners are responsible for any fees charged by the respective external verification bodies.

5. Processing Time

The processing period is **five working days**.

The five-day processing period begins only after MCM has received:

1. A complete written application;
2. All required supporting documents; and
3. Proof of payment, where applicable.

Incomplete applications may result in delays.

6. Validity of a Certificate of Good Standing

A Certificate of Good Standing is valid for **six months from the date of issue**.