



Temporary Medical License Application

WHO: All doctors, nurses, physician's assistants, and physical therapists who wish to practice medicine in Rwanda are required to submit an application to the Ministry of Health in Rwanda to obtain a temporary medical license. **You are not able to practice medicine without this license.**

WHAT:

- Registration Forms**
These can be found online at www.africanewlife.org/tml. Be sure you are filling out the correct form (one for doctors and PAs, the other for nurses)
- Photocopy of your passport**
Africa New Life already has this from your initial travel application
- 2 passport photos (scanned, then mailed)**
These need to be proper passport photos, scanned in with other documents and then mailed into the ANLM office
- Photocopies of your medical degrees**
Including your medical school diplomas and any specialty degrees
- Authorized background check (certificate of good standing)**
Africa New Life already has this from your initial travel application
- 1 letter of recommendation from a current colleague or supervisor**
Formal letterhead strongly recommended
- Copy of your active state medical license**
Africa New Life will retrieve this online on your behalf
- Copy of other specialty licensure, if applicable**
- Copy of your CV (doctors and PAs only)**
This is not required of the nurse applicants
- Do not submit money**

WHERE: Please submit all required documents online at www.africanewlife.org/tml.

Passport photos must then be mailed to the below address.

Africa New Life Ministries
Attn: Megan Westby
7405 SW Tech Center Dr. #144
Portland, OR 97223

WHEN: All documentation needs to be received by the Africa New Life office at least 3 months before your scheduled trip departure date.

WHY: By requiring all medical personnel acquire a temporary medical license before practicing in Rwanda, the government is protecting the health and safety of their citizens.

Frequently Asked Questions

I have already applied for a license in the past. Do I need to through this process again?

Yes. As of September 2015, the Ministry of Health no longer allows nurses and doctors to renew their temporary medical licenses year over year.

Do my graduation diplomas and licenses need to be notarized?

No, the formal documentation does not need to be notarized. However, indicators of credibility are important, and letters of recommendations, etc. should be presented on formal company letterhead or similar.

What if I am not licensed anymore or I have retired?

Unfortunately, if you do not have a current medical license then you will not be eligible to apply for the license and thus not able to practice medicine in Rwanda.

Should I send in additional documentation?

No. This process does not require you to send in immunization records, transcripts, or cover letters. If this information is needed at a later date, you will be contacted.

I no longer have my diploma, what should I do?

Please contact the school that issued the diploma and they should provide a copy.

Where can I get passport photos taken?

These can be obtained at a local post office, Costco, or a Walgreens, CVS, etc.

I find the Registration Forms confusing. How should I fill them out?

We understand these forms are not intuitive. Please do your best when filling them out and complete as much of the information as possible. Here are a few tips:

Doctor Form:

- You do not need to worry about sending in the finances to the U.S. office
- You do not need to insert a photo in the box on page 1
- Make sure to sign!

Nurse Form:

- There is no need to insert a photo in the box on page 1
- 'Section 3' on page 2 is a place for your personal contact information
- 'Section 7' on page 3 is where you can place your state licensing information
- Only fill out 'Section 8-11' if you have clinic experience in those particular fields
- **You do not need to fill out all of your coursework from school.** You may fill in a few of the courses that jump to mind, or relevant to your intended practice.
- Make sure to sign the last page!

Should you have any questions not covered here, please email Megan Westby at megan@africanewlife.org