

# Saudi Board Application for Medical Graduates

*Submission Regulations & Guidelines*



Saudi Commission for Health Specialties  
Department of Medical Education & Postgraduate Studies

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**Important Notice:**

*Any amendments on this document shall be considered effective from the date the revised electronic version is published on the Commission's website, unless a different implementation date has been agreed upon.*

## Preface

The Saudi Commission for Health Specialties (SCFHS) continues to improve their residents' board programmes and the related processes. The SCFHS also wishes to use a fair process of selection, so the rules and guidelines are being made available to all candidates who wish to apply for their choice of specialist programme. This booklet contains all the information needed to enable a candidate to present a comprehensive submission of his or her achievements that will then be used in the selection process for a place in a Saudi Board Residency Programme.

There is information listing the admission requirements and the process used, for the twenty-five residency training programmes offered. Particular attention is drawn to how the proportions of the total score are derived: Saudi Medical Licensing Exam result, the Bachelor GPA and Academic Achievement score. The Academic Achievement process is fully explained in the section explaining the submission guidelines, and should be read carefully.

Finally, there is a comprehensive description of the Saudi Medical Licensing Exam, including its objectives, eligibility, general rules, format, passing score and validity. Again particular attention is drawn to the Test Blueprint and example questions as these will assist all potential candidates prepare themselves for the examination.

Considerable time and effort has been spent to ensure an exam of the highest quality; but the Saudi Commission for Health Specialties also welcomes constructive feedback to improve still further these important assessment instruments.

**Professor Abdulaziz Al Saigh**  
Secretary General  
Saudi Commission for Health Specialties

## Saudi Board Training Programmes

### Admission Requirements

1. Bachelor's degree in medicine from one of the Saudi universities or an equivalent recognized university.
2. Completion of internship year.
3. Be medically fit, of good conduct and behaviour.
4. Pass the Saudi Medical Licensing Exam held by the SCFHS or its equivalent.
5. Pass the personal interview, if any.
6. Provide CPR certificate (BLS), and the medical malpractice insurance document in the class required by the system according to the professional category set by the SCFHS.
7. Provide an approval letter from work (if any) stating no objection for you to join the specialization training programme fulltime for the entire training period.
8. Applicant's and/or sponsor's signed agreement or pledge to pay in full the training, examination and certification fees.

**NB:** The Scientific Councils retain the right to add conditions or other requirements if it deems it appropriate after the approval by the Executive Board and Trustees.

### Admission Process

1. All the required admission forms and certificates should be submitted electronically to the Department of Medical Education & Postgraduate Studies at the Commission for review and assessment.
2. Candidates' names will be listed in a descending order based on their speciality preference and total score based on the following predefined criteria set by the Executive Council:
  - a. 50% allocated to the exam to practice the profession (SMLE).
  - b. 30% allocated to the cumulative rate during the bachelor phase (GPA).
  - c. 20% allocated to academic achievements.
3. Preliminary acceptance letters will be issued by the Commission to all shortlisted applicants.
4. Candidates who are issued preliminary acceptance letters are requested to apply to any of the accredited training centres to obtain a training position.
5. Once candidates secure their training post they are required to register as residents in the Commission before they can commence their residency training programme.
6. Any candidate who withdraws after been shortlisted will be immediately replaced by a candidate in the waiting list prior to the start of the training programme.
7. The admission process, preliminary (Commission) and final (Training Centre), is conducted using a matching system.
8. The starting and ending date of the admission process will be announced by the Commission as fixed dates.
9. The preliminary acceptance letter is valid only for the stated year and cannot be used for another year.

**NB:** Applicants from a previous postgraduate training programme can apply for an advanced training position in a Saudi Board Residency Programme. The Scientific Councils have the right to accept them into a higher residency level after a thorough review of their previous scientific programme content, and evaluation of their theoretical and practical performance. Each case will be presented individually to the

