



OPC ID: 03333300

UNITED STATES DEPARTMENT OF EDUCATION
STUDENT FINANCIAL ASSISTANCE
CASE MANAGEMENT AND OVERSIGHT
WASHINGTON, DC 20202-5340

NOV 30 2000

Dr. Maciej Latalski
Rector
Medical University School of Lublin
A1. Raclawickie 1
Lublin
Poland 20-090

Dear Dr Latalski:

Thank you for your continued participation in the Federal Family Education Loan (FFEL) Programs offered through United States Department of Education (Department). The FFEL Programs provide eligible American students with financial assistance to attend schools that the U.S. Secretary of Education certifies as meeting statutory eligibility requirements.

The law establishing the FFEL Programs imposes certain reporting requirements on participating foreign graduate medical schools that must be met. These reporting requirements include the annual submission to the Department of statistics pertaining to the citizenship of the school's students, as well as the school's pass rate for students taking any step of the examinations administered by the Educational Commission for Foreign Medical Graduates (ECFMG).¹

The Higher Education Act of 1965, as amended (Pub. L. 102-325), provides that students attending a foreign graduate medical school are eligible to receive loans under the FFEL Programs only if, in the preceding year, at least 60 percent of the school's students and at least 60 percent of the school's most recent graduating class are not U.S. citizens; U.S. nationals; U.S. permanent resident aliens; or citizens of either the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau. In addition, students attending a foreign graduate medical school are eligible to receive FFEL Program loans only if,

- in the preceding year, at least 60 percent of the medical school's students who took any step of the examinations offered by the ECFMG received passing scores, and
- in the three years preceding the year for which you are reporting (2000), at least 60 percent of the medical school's most recent graduating classes who took any step of those examinations received passing scores, [See 34 CFR Section 600.55(a)(5) and (b)]

¹ A foreign graduate medical school is exempt from the reporting, citizenship and pass rate requirements discussed in this letter if it has a clinical training program that: (i) is located in the United States; (ii) was approved by a State as of January 1, 1992; and (iii) has been approved continuously since then by that State.

Our records indicate that your institution has not submitted on an annual basis the data relevant to the citizenship criteria and the ECFMG pass rates. Your institution was recertified on the premise that your institution would develop procedures to secure this information in the future and begin reporting this information on an annual basis.

The purpose of this letter is to remind your institution of this requirement and to provide guidance in developing a tracking system for collecting the citizenship and ECFMG pass rate data. Continued eligibility in the FFEL Programs requires institutional compliance with the reporting requirements and with the citizenship and ECFMG pass rate criteria described above.

To determine the percentage of students who meet the criteria regarding citizenship, a foreign graduate medical school should request citizenship information as part of its application process and then store this information in a tracking system of the school's own design. The citizenship information that needs to be reported on an annual basis must include:

1. The total number of full-time regular students² enrolled at the institution during the most recent academic year;
2. The total number of students in the institution's most recent graduating class;
3. The total number of students in each of the above categories who are not citizens of the United States, nationals of the United States, U.S. permanent resident aliens, or citizens of either the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau.

In addition, your institution should develop a tracking system to record and report annually pass rates for students and graduates who take any step of the ECFMG examinations, e.g., Steps 1 and 2 of the U. S. Medical Licensing Exam (USMLE), the Clinical Skills Assessment exams and/or the Test of English as a Foreign Language (TOEFL) in the preceding year. Your institution can receive this information by obtaining a "consent" form from your medical students that permits the ECFMG to disclose the students' test scores to you. The ECFMG permits institutions to request this information by submitting a list of the students along with the consent form for each student. You may also obtain this information directly from the student whereby they forward to your school a copy of their scores upon receiving them from the ECFMG.

To meet the minimum requirements for participating in Title IV SFA programs, your school should obtain from your students or, with your students' permission, from ECFMG:

1. USMLE Step 1 - date of exam, grade received, ECFMG number assigned to student
2. USMLE Step 2 - date of exam, grade received, ECFMG number assigned to student
3. Clinical Skills Assessment - date of exam, pass/fail designation, ECFMG number assigned to student
4. TOEFL Exam (if applicable) - date of exam, score received, ETS registration/appointment confirmation number.

² The reference to "regular students" pertains to students who are enrolled or accepted for enrollment for the purpose of obtaining a degree, certificate, or other recognized educational credential offered by the institution.

We are providing examples of a "transcript consent" form that can be modified for use by your school. In addition, we are providing a copy of a sample "tracking" report that you also may adapt for your use.

By January 31, 2001, please notify Department in writing that your institution has implemented a tracking system for determining citizenship data and ECFMG medical exam pass rates. You are required to submit these reports on an annual basis. The institution's first annual report will be on activity during the 2000 calendar year and is due on March 31, 2001. This report must be submitted to:

By overnight mail:

U. S. Department of Education
Student Financial Assistance
Case Management and Overnight
Foreign Schools Team
7th and D Streets SW (Room 3674)
Washington, DC 20407
U. S. A.

By regular mail:

U. S. Department of Education
Student Financial Assistance
Case Management and Oversight
Foreign Schools Team
400 Maryland Avenue SW
(ROB #3, Room 3674)
Washington, DC 20202-5340
U. S. A.

If you have any questions regarding these requirements, please contact the Foreign Schools Team at (202) 708-8820 or Jorge_Matos@ed.gov. Thank you for your cooperation in complying with these requirements. We look forward to working with your institution.

Sincerely,



M. Geneva Coombs, Director
Case Management Teams – Northeast

Enclosure

cc: Financial Aid Contact Office

Enclosure I
SAMPLE Transcript Consent Form

Name of School
Address of School
City/Country/Mail Code
Telephone Number
Facsimile (FAX) Number

Request for Official USMLE Scores, CSA Results, and TOEFL or English Proficiency Results

Student's Name (Print): _____

Date: _____

I hereby authorize and request the Educational Commission for Foreign Medical Graduates to release my United States Medical Licensing Examination Official Transcripts, CSA results, and English Language proficiency score results to:

(Name and Title of School Contact Person)

at: _____
(Name of School and Address)

Student's
Signature: _____

Social Security Number: _____ Birth Date: _____

ECFMG Identification
Number: _____

Special Note to First Time Takers: It is vital that you let us know your new ECFMG number promptly or your services will be suspended!

This form must be signed by the above USMLE applicant before the current Step One/Step Two, CSA application, or English proficiency results request can be forwarded to ECFMG. Be certain to send this completed application to the contact person named above at the school's address.

Please remember that your signature on this form does not relieve you of the responsibility of sending BOTH sides of your score (or "no Show") Report to this office. Finally, the required fee for this Official USMLE Transcript will be paid by

(Name of School)

Enclosure 2
SAMPLE TRACKING REPORTS

ECFMG Tracking Report-USMLE Step 1

Student's Name	Social Security Number	Account Number	Date	Score	ECFMG Number	Registration Status

ECFMG Tracking Report- USMLE Step 2

Student's Name	Social Security Number	Account Number	Date	Score	ECFMG Number	Registration Status

ECFMG Tracking Report- Clinical Skills Assessment

Student's Name	Social Security Number	Account Number	Date	Score	ECFMG Number	Registration Status

ECFMG Tracking Report- Test for English as a Foreign Language (TOEFL)

Student's Name	Social Security Number	Account Number	Date	Score	ECFMG Number	Registration Status

OPER ID: 0333300



UNITED STATES DEPARTMENT OF EDUCATION
STUDENT FINANCIAL ASSISTANCE
CASE MANAGEMENT AND OVERSIGHT

RECERTIFICATION OF YOUR INSTITUTION'S PARTICIPATION
IN THE FEDERAL STUDENT FINANCIAL AID PROGRAMS

Dr. Maciej Latalski
Rector
Medical University School of Lublin
Al. Raclawickie 1
Lublin
Poland 20-090

September 28, 2001

Dear President:

Your institution's Program Participation Agreement (Agreement), which authorizes participation in the Title IV student financial assistance programs is scheduled to expire between March 31, 2002 and June 29, 2002. The exact expiration date is specified in your current Agreement.

To maintain your eligibility to participate in Title IV programs past the expiration date of your current Agreement, you must submit, no later than 90 days prior to the expiration date of your Agreement, a completed "Application for Approval to Participate in Federal Student Financial Aid Programs" (Application), along with all supporting documentation. So that we can give equal processing time to all applications, we ask that you submit the Application by **December 31, 2001**. Please note that effective July 1, 1998, in accordance with the Federal Register Notice published on September 19, 1997, all institutions are required to **electronically** submit applications for recertification, reinstatement, changes in ownership or structure, etc.

Attached please find information concerning the recertification process, instructions on the electronic submission of the application, and a list of Case Management Team Contacts should you have questions about submitting the application. If you have decided not to apply for recertification to participate in the student financial assistance programs, please let the appropriate case team know in writing.

Thank you in advance for your cooperation.

Sincerely,

A handwritten signature in cursive script, appearing to read "Howard E. Fenton".

Howard Fenton, Director
Performance Improvement and Procedures Division
Case Management and Oversight

Attachment

cc: Financial Aid Administrator

ATTACHMENT

INFORMATION CONCERNING THE RECERTIFICATION PROCESS

What information is considered when determining whether the institution continues to qualify for eligibility and certification for participation in the Title IV, HEA student financial assistance programs?

The Department's decision will be based on the institution's adherence to the Institutional Eligibility regulations, 34 CFR 600, and the Student Assistance General Provisions regulations, 34 CFR 668. In making our decision, we consider:

- The information you provide in your application,
- The supporting documents you provide,
- Information about the licensure of your institution obtained from Government approving agencies,
- Information obtained from accrediting agencies concerning your institution's accreditation status,
- Information maintained by the Department regarding the results of any on-site reviews of your institution's administration of the Federal student financial aid programs that have occurred,
- The findings of the annual student financial aid compliance audits and annual financial statements submitted by your institution, and
- Other relevant information.

Why does the recertification application need to be submitted at least 90 days prior to the expiration of your Agreement?

If the Department receives your application no later than 90 days prior to the expiration date of your Agreement AND the application is materially complete when submitted, your institution will automatically be on a month-to-month certification until the Department issues its decision on the application. If your application is denied, your institution's eligibility to participate in the Federal student financial aid programs will cease as of either the Agreement's expiration date, or if the Agreement has been extended on a month-to-month basis, the end of the month in which the denial of the application is issued.

What happens if the application for recertification is not received 90 days prior to the expiration of your Agreement?

If we are unable to complete our review of your application prior to the expiration date of your Agreement, your institution's authorization to continue participating in the Title IV programs will expire on the date stated in your Agreement. Federal student financial aid funding will lapse on the date your Agreement expires. The same consequences apply if the submitted application is not materially complete.

Why do I need to submit the recertification application electronically?

Institutions must use designated electronic processes to meet administrative requirements including applications for recertification, reinstatement, changes in ownership, etc. This requirement became effective July 1, 1998.

What do I need to access the application electronically?

- Internet access
- a forms-capable web browser -- such as Netscape Navigator
- the address for the electronic application -- <http://www.eligcert.ed.gov>
- your 8-digit OPE ID, preceded by "ED" -- for your User ID (Example: ED09999900) your mail code without spaces or if you do not have a mail code, use the first 9 characters of your country name in all capital letters, preceded by "ED" -- for your password (Example: EDN6C2P6 or EDSWEDEN)

Note: Your user name and password for the EAPP changed due to a new release of Oracle. You must now type "ED" immediately before your current user name and password.

Where can I find my User ID and password?

You can find these numbers on your current Agreement and your Eligibility and Certification Approval Report (ECAR).

What is the advantage of submitting the application electronically?

The Department has taken care to emphasize user-friendly attributes in the development and testing of the new electronic application software. We believe that using the electronic application will make the process (including the update process) much more efficient for both the institution and the Department. We think institutions will find the electronic application much easier to complete than the paper application, because many of the fields in the electronic application will be pre-populated based on information you previously provided, decreasing the time it will take you to complete the application. The Department can process your application faster and increase the accuracy of the recertification documents sent to institutions.

There is an Introduction as well as a Help section of the application. We encourage you to print and read these sections to assist you in completing the application. Please note that you can access these sections without a User ID and password.

How do I submit my Application?

Upon completion of the electronic application, submit it electronically, and print a copy for your files. You will receive on-line confirmation that the U.S. Department of Education received your application. Note: You must submit a signature page, along with all the required supporting

documentation by mail. Send the signature page signed by the appropriate authority along with any supporting documentation required by the application to the following address:

By U.S. Postal Service:

U.S. Department of Education
Office of Student Financial
Assistance Programs, Schools Channel
Case Management and Oversight
Data Management and Analysis Division
Document Receipt and Control Center
Attention: Foreign Schools Team
P.O. Box 44805
L'Enfant Plaza Station
Washington, DC 20026-4805
USA

By commercial overnight mail/courier
delivery:

U.S. Department of Education
Office of Student Financial
Assistance Programs, Schools Channel
Case Management and Oversight
Data Management and Analysis Division
Document Receipt and Control Center
Attention: Foreign Schools Team
7th & D Streets, S.W.
GSA Building, Room 5643
Washington, D.C. 20407
USA

Who do I contact if I have questions?

If you have questions about this matter, please contact the Foreign School team at (202) 708-8820.

Bender, Ciccotto & Co., C.P.A.'s, L.L.P.

1854 BELLMORE AVENUE
N. BELLMORE, N.Y. 11710

(516) 826-6800
FAX (516) 826-1080

February 4, 2003

U.S. Department of Education
Case Management and Oversight
Data Management and Analysis Division
Document Receipt and Control Center
830 First Street, NE
Room 7111
Washington, DC 20002-5402

03333300

Re: Medical University School of Lublin

Ms. Sherry Quade,

We are the U.S. based accountants for the Medical University School of Lublin, Poland, and in that capacity am responding to your letter dated December 24, 2002. We were instructed by the Medical University School of Lublin, Poland, to prepare the compliance audit for the 2001 award year. Their understanding was that the 2001 award year was the first year that a compliance audit was required.

There was a mix-up in communications between us and Lublin, so that the English translated audited financial statements prepared by their Polish accountants was not submitted to the Department of Education. We apologize for this inconvenience and hereby submit the audited financial statements along with this letter for the 2001 award year.

Please advise as to the 2000 award year. The Medical University School of Lublin, Poland was under the assumption that the 2001 award year was the first year required for submission to the Department of Education and then all years thereafter.

Thank you in advance for your patience and understanding.

Sincerely,



Robert M. Frank CPA

Partner

Bender, Ciccotto & Co., CPA's LLP

Cc: Medical University School of Lublin



UNITED STATES DEPARTMENT OF EDUCATION

Federal Student Aid - Schools Channel
Case Management and Oversight
Data Management and Analysis Division
Document Receipt and Control Center

December 24, 2002

President
Medical University School of Lublin
Al. Racjalwickie 1 Street
Lublin, 20-059
POLAND

OPEID: 03333300

Dear President:

This is a notification that

your institution's materially complete and acceptable audited financial statements for the indicated years were not received by the required deadline:

<u>2000 Award Year</u>	<u>2001 Award Year</u>
Not Received	Not Received

your institution's compliance audit(s) covering its Title IV Federal Student Financial Assistance programs (34 CFR 668.23) for the indicated years were not received by the required deadline date:

<u>1998 Award Year</u>	<u>1999 Award Year</u>	<u>2000 Award Year</u>	<u>2001 Award Year</u>
		Not Received	

If you submitted a financial statement that the department returned to you as unacceptable, the deadline date still applies for your acceptable financial statement(s). If you submitted your compliance audit and it was rejected or placed on hold for material completeness, the deadline date still applies for your acceptable compliance audit.

Please submit the indicated missing documents to the following address within 45 days of this letter:

U.S. Department of Education
Case Management and Oversight
Data Management and Analysis Division
Document Receipt and Control Center
830 First Street, NE
Room 7111
Washington, DC 20002-5402



AKADEMIA MEDYCZNA W LUBLINIE
DZIEKANAT WYDZIAŁU LEKARSKIEGO
I ODDZIAŁU STOMATOLOGII

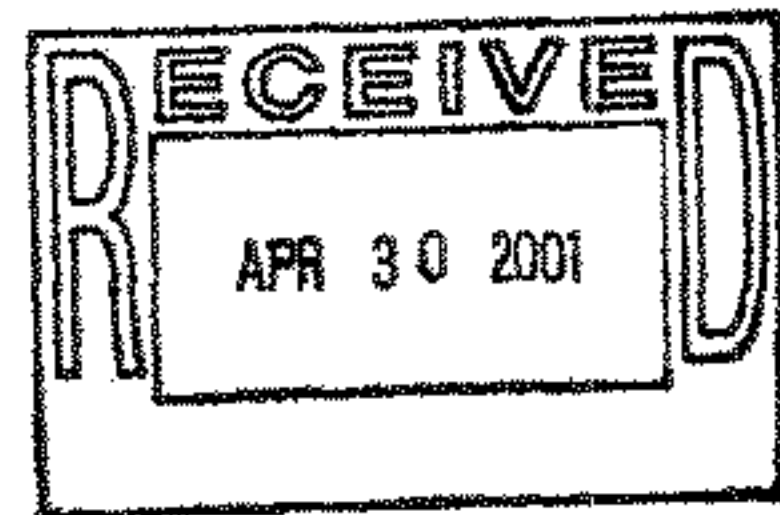
AL. RACŁAWICKIE 1

20-950 LUBLIN

TEL. (0-81) 532 46 34, 534 39 86, 534 39 91, TEL./FAX: (0-81) 532 06 27

Lublin 24.04.2001.

Ms. Geneva Coombs
Director
US Department of Education
Student Financial Assistance
Case Management and Oversight
Case Management Division-Northeast
Foreign Schools Team



Dear Ms. Coombs,

Thank you for reviewing our application to participate in the Title IV, HEA programs and your letter dated 17th April 2001.

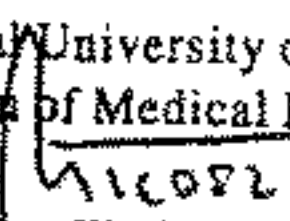
I have reviewed and signed both copies of the enclosed Program Participation Agreement (PPA).

We are looking forward to getting an Eligibility and Certification Approval Report (ECAR) from your office.

Should you have any questions, please do not hesitate to contact us via phone or fax.

Sincerely,

The Medical University of Lublin
Head Dean of Medical Faculty


PROF. Marian Wielosz MD, Ph.D.





UNITED STATES DEPARTMENT OF EDUCATION
STUDENT FINANCIAL ASSISTANCE
CASE MANAGEMENT AND OVERSIGHT

RECERTIFICATION OF YOUR INSTITUTION'S PARTICIPATION
IN THE FEDERAL STUDENT FINANCIAL AID PROGRAMS

Important - Second Notice

December 5, 2001

Dr. Maciej Latalski
Rector
Medical University School of Lublin
Al. Raclawickie 1
Lublin
Poland 20-090

Dear President:

I would like to remind you that your institution's Application for Approval to Participate in Federal Student Financial Aid Programs (Application) is due on December 31, 2001. In September 2001, Case Management and Oversight (CMO) notified you that your institution's Program Participation Agreement (Agreement) is scheduled to expire between March 31, 2002 and June 29, 2002. Refer to your current Agreement for the exact expiration date.

If you wish to continue your institution's eligibility to participate in the federal programs past the expiration date of your current Agreement, you must submit an application that is:

- materially complete,
- includes all the required supporting documents,
- submitted electronically, and
- submitted no later than 90 days prior to the expiration date of your current Agreement.

Please note that an interruption of federal student aid funds to your students will result if your current Agreement expires, so we encourage you to submit an application promptly. We request that you submit the Application to us by June 30, 2001. If you submit your Application to us by this date, we should have adequate time to review it and respond to you with our decision before your current Agreement expires.

If you have already submitted your application, please disregard this notice and accept our thanks for submitting it prior to the due date.

If you have decided not to apply for recertification to participate in the student financial assistance programs, please let the appropriate case team know in writing.