

GRADUATE PROGRAMS

FOREIGN NATIONAL NEW HIRE CHECKLIST

Adjunct Clinical Post-Doctoral Associates in Training

NAME: _____ UF ID _____ PGY LEVEL _____

DEPT NAME _____ DEPT CONTACT/PHONE _____

- **J1 Clinical** – Contact Sally Harvin for processing and approval of DS2019 prior to commitment
- [New Hire Demographic Form](#) Personal email address Required such as: Gmail, Yahoo, AOL, etc... **NOT an .edu** address from previous institution. (*Departmental Information Section of New Hire Demographic Form MUST BE COMPLETED*)
- **Foreign National Identification Documents / I9 Back up** (all that apply, Front and Back copies as needed, must be legible) Permanent Resident Card, EAD Card, I94 with Travel History, Passport, VISA, J-1 DS2019, H-1B I-797. **Email Alert!** *Forms will be returned from Tax Services; Resident should sign as needed and return to you for completion of Hire Packet.*
- **OFAC Search** <https://sanctionssearch.ofac.treas.gov/> (submit print screen showing results)
- **Social Security Card** if issued (1 copy of each – must be legible) ***SSC required for HIRE**
- **“Four-In-One” Form** (request notarized hard copy in advance, will also complete through GatorStart)
- **3 Letters of Recommendation OR Letter of Transmittal**
- **Copy of CV**
- **Copy of Signed Offer Letter**
- **Medical School Official Transcripts and Copy of Diploma** (provide translation as needed)
- **NACES Report for Foreign National Graduates** (*Report of Evaluation of Education Credentials*)
<https://hr.ufl.edu/manager-resources/recruitment-staffing/immigration-compliance-services/academic-credential-evaluation/>
- **ECFMG Certificate** (required if foreign medical school graduate, Department uploads to New Innovation)
- **License Confirmation** (submit print screen for those already issued) ***DO NOT SEND LICENSE APPLICATION WITH HIRE PACKET.** Refer to Graduate Programs webpage for **Training License** Instructions.
<https://financeadmin.med.ufl.edu/graduate-programs/housestaff/>

- **GatorStart:** Adj Clin PDA will receive a GatorStart email once ePAF Hire is generated

(MUST COMPLETE WITHIN 3-DAYS):

- **Email Subject Line:** “Your University of Florida New Hire Packet Info” (**GatorStart**) online new employee onboarding system.
- **Hiring a Foreign National** <https://hr.ufl.edu/manager-resources/employment-operations-and-records/hiring-a-foreign-national/>
- Coordinate signing of Tax Forms to be added to Dropbox / uploaded to ePAF

Graduate Programs – Dropbox: **ALL** Hire documents must be submitted to your departments **Foreign National NEW HIRE Graduate Programs Dropbox**. Please contact us for assistance as needed.

❖ Dropbox Document Naming Convention: Last name, First Name_HIRE

OTHER REQUIREMENTS / REMINDERS (DO NOT SEND TO GRADUATE PROGRAMS):

- **PLQ** for “Billing” ADJ CLIN PDA’s <http://flbog.sip.ufl.edu/wp-content/uploads/2019/09/PLQ-UF-8-19.pdf>
 - J1 Clinicals ***MAY NOT BILL***
- HIPAA Training <https://privacy.ufl.edu/privacy-training/hipaa-training/>
- Benefits Questions? – Contact your Talent Management Specialist
 - Kalli King kalli.king@ufl.edu
 - Katie Rogers k.rogers@ufl.edu
- Contact GME (Graduate Medical Education) Sony Kuruppacherry kurupsj@ufl.edu for questions regarding: New Innovations Checklist, NPI, Identity Management (EPIC & E-mail), Gator One Office (UFID Badge), Security Office (Fobs), UF Occupational Health (health clearance), Pharmacy (prescription pads), Transportation & Parking <https://gme.med.ufl.edu/graduate-medical-education/gme-office-administration/>

For more Resources see COM-HR Graduate Programs webpage:

<https://financeadmin.med.ufl.edu/graduate-programs/>