

GRADUATE PROGRAMS

FOREIGN NATIONAL NEW HIRE CHECKLIST FOR RESIDENTS/FELLOWS IN TRAINING OR SUBSPECIALY PROGRAMS

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)
- **Housestaff Coding Sheets** <http://adminaffairs.med.ufl.edu/files/2012/06/codingsheet.pdf>
- **Housestaff Contract/Letter of Offer** <https://financeadmin.med.ufl.edu/graduate-programs/housestaff/>
- **Medical School Diploma** *Preferred but not required for Hire (must upload to New Innovations, provide translation as needed)
- **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:** Resident/Fellow will receive a GatorStart email once ePAF Hire is generated in PeopleSoft (MUST COMPLETE WITHIN 3-DAYS):
 - o **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):

- HIPAA Training <https://privacy.ufl.edu/privacy-training/hipaa-training/>
- VA Application – see Graduate Programs webpage <https://financeadmin.med.ufl.edu/graduate-programs/housestaff/> (coordinate with your VA Counterpart)
- 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 kurupsi@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/>