

# 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 \_\_\_\_\_

SUPERVISOR UFID: \_\_\_\_\_

- **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/>
- **Application:**
  - o Acknowledgement: If Off-Cycle (non-match) external Transfer, confirm “Non-Match Off-Cycle Application” has been completed. Yes No
  - o See Application options here: [Adjunct Clinical Post-Doctoral Associate » Finance and Administration » College of Medicine » University of Florida \(ufl.edu\)](#)
- **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/>
- **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 (used for NEW HIRES ONLY):**

- If Graduate Programs will be completing NEW HIRE ePAF, please upload completed HIRE Packet to Dropbox for processing.
- If your department is entering all ePAFs, we DO NOT need anything uploaded to Dropbox
- *Dropbox Document Naming Convention for New HIRE Packets:* Last name, First Name\_HIRE DATE

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

- VA Application – see Graduate Programs webpage <https://financeadmin.med.ufl.edu/graduate-programs/housestaff/> (coordinate with your VA Counterpart)
- HIPAA Training <https://privacy.ufl.edu/privacy-training/hipaa-training/>
- Benefits Questions? – Contact your Talent Management Specialist
  - Katie Rogers [k.rogers@ufl.edu](mailto:k.rogers@ufl.edu)
  - Bridjete Rome [b.rome@ufl.edu](mailto:b.rome@ufl.edu)
- Contact GME (Graduate Medical Education) Sony Kuruppacherry [kurupsj@ufl.edu](mailto: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/>