

GRADUATE PROGRAMS

FOREIGN NATIONAL NEW HIRE CHECKLIST

Adjunct Clinical Post-Doctoral Associates in Training

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 include DeptID*)
- **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. **OFAC Search** <https://sanctionssearch.ofac.treas.gov/> (submit print screen showing results)
***ALL MUST BE UPLOADED to kick-off Hire / GatorStart**
- **Email Alert!** Forms will be returned from Tax Services; Resident should sign as needed and return to you for completion of Hire Packet / upload to ePAF.
- **Social Security Card** (must be legible) ***SSC required for HIRE**
- [Loyalty Oath](#) (request notarized hard copy in advance, will also complete through GatorStart)
- [Coding Sheet](#) (information needed for New Innovations)
- **Copy of CV**
- **Copy of Signed Offer Letter and Approved Permission to Hire (DIO-Dr. Close Letter)**
- **Application:**
 - o Acknowledgment: If Off-Cycle (non-match) external Transfer, confirm “Non-Match Off-Cycle Application” has been completed. Yes No
 - o See Application options here: <https://hr.med.ufl.edu/graduate-programs/academic-ops-faculty/>
- **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://hr.med.ufl.edu/graduate-programs/housestaff/>

[Foreign National Tax Services Process](#)

[FNIS Request form](#)

- **DO NOT USE TEMP ID TO COMPLETE I9**

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*

Helpful Resources:

- HIPAA Training <https://privacy.ufl.edu/privacy-training/hipaa-training/>
- Benefits Questions? <https://hr.med.ufl.edu/prospective-employees/health-benefits/>
- COM-HR Graduate Programs webpage: <https://hr.med.ufl.edu/graduate-programs/>
- GME: <https://gme.med.ufl.edu/graduate-medical-education/gme-office-administration/>