

# GRADUATE PROGRAMS

## FOREIGN NATIONAL NEW HIRE CHECKLIST FOR RESIDENTS/FELLOWS IN TRAINING OR SUBSPECIALTY 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 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)
- **Housestaff Contract/Letter of Offer** <https://hr.med.ufl.edu/graduate-programs/housestaff/>
- **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/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://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/>