

University of Virginia Health System

Graduate Medical Education Office

2009

PLEASE READ ALL ITEMS IN THIS PACKET. FAILURE TO RETURN DOCUMENTS AS SPECIFIED WILL DELAY THE START OF YOUR RESIDENCY.

<http://www.healthsystem.virginia.edu/internet/housestaff/incominginfo.cfm>

Checklist of Items to be Returned/Accomplished by May 8th:

	Orientation Attendance Form
	Offer Letter
	License Application: PAGE 4 TO BE NOTARIZED Any documentation required for "Yes" responses to questions 5 – 15. Form B, Signed by Dean after graduation day; RETURN USING FEDERAL EXPRESS MAILER Foreign Medical Graduates: Notarized copy of diploma (in lieu of Form B) Notarized copy of ECFMG certificate
	Criminal Background Check Form Virginia State Police-TO BE NOTARIZED Out of State
	Electronic Access Agreement Form
	Employee Health Services: 434-924-8001 Contacted Employee Health and/or arranged a drug screening Completed Employee Health Questionnaire Completed Respiratory Fit Questionnaire Copy of immunization records enclosed
	Completed Net Learning Modules-UPON COMPLETION NOTIFY jwa9a@virginia.edu
	Final Reference Form
	Supplemental Application Form
	Release of Information Form
	I-9 Form, Section 1 Completed: Copy of verification documents for I9-Send copies Social Security Card-BRING TO ORIENTATION Photo ID-BRING TO ORIENTATION
	Personal Information Form
	Lab Coat Order Form
	Parking Application **MUST BE RECEIVED BY MAY 1, 2009 *SMALL ENVELOPE PROVIDED*
	FAC (Long distance authorization) Form

NOTE: All forms are on the GME Website with the exception of the VA. Medical License, Form B and the parking application. If you have any questions, email jwa9a@virginia.edu or call (434)924-2047 or (434)924-8145.

All forms to be returned in "UVA Medical Staff & Residency Office" white envelope EXCEPT where noted.