CHECKLIST FOR POST DOCTORAL ASSOCIATES (RESEARCH)

Name ___________________________________________ Department ___________________________

Title Post Doctoral Associate (Research) Start Date ______________ UFID# ____________

1. Checklist
2. HIPAA Confidentiality Statement and HIPAA Training Certificate
3. Compliance Statement
4. Copy of Transmittal Letter
5. Copy of Letter of Offer
6. I-9
7. W-4 with copy of Social Security Card (or ITIN#)
8. UF Direct Deposit Authorization Form (Attach copy of a blank check marked “void”)
   *Needs to be Notarized
10. Retirement Certification Form
11. Copy of CV
12. Drivers License Copy
13. Emergency Contact Form
14. Biographical Information Sheet
15. If the faculty Member was a foreign medical school graduate, the following is required
   ECFMG# ___________________________________
   Valid Indefinitely □ Yes □ No
16. Disclosure of Outside Activities
17. Copies of:
   1) Medical School Diploma
   2) Graduate Medical Education Training and Internship certificates (all residency, fellowship and
      internship certificates)—if GME certificate is not available, a signed letter from the Program
      Director must be provided
   3) ABMS Board Certification certificate(s) showing current certification status and dates
   4) Documentation is appropriate for additional degrees (J.D., Ph.D., M.P.H., M.B.A., etc)

INFORMATION GIVEN TO EMPLOYEE (Required for Employees who will have contact with patients and/or blood and
specimen)
18. Pre-Placement Medical Review Form (Given with letter of offer)
19. Training and Vaccination Form, BBP Quiz and N95 for Fit testing (Given with letter of offer)
   *Must go to Employee Health and be cleared prior to the hire date if having specimen and/or blood contact for research*

ADDITIONAL FORMS/ATTACHMENTS (Required only when applicable)
20. UF Foreign National Tax Information Form (Required for non-U.S. citizens.)
21. Nepotism Letter (Required if related to a UF employee.)
22. 1-20 (F1-Visa), DS-2019 (J1 Visa), or I-791 & Labor Condition Application (H-1b)