

## VISA-ONBOARDING FLOW CHART

Residency/Fellowship Candidate applies through ERAS Candidate indicates J1, H1B or F1 Visa required in their ERAS Application. An H1B Visa is only issued if the candidate's STEP 3 is passed by the NRMP/NMS Rank Order



PD Reviews Information, Verifies/ Approves Candidate for Residency / Fellowship Program



Recruitment Specialist initiates onboarding: Sends documents (Contract, HIPAA, Electronic Access and Usage policy, House Staff Policy, Employee Handbook, Authorization, Release and Delegation Form, Provider Attestation Form to Candidate via email with a 72 hour signature return requirement



Recruitment Specialist Compiles List of Visa Candidates and Submits List to Human Resources & Finance

**H1 B VISA** - HR Provides Visa candidate's names to immigration legal counsel. HR sends an email to candidates with legal counsel's contact information for them to initiate the process to provide the documentation needed. Candidates are strongly encouraged to use premium processing which they are responsible for the fee. HR checks PA State license website daily to see if training license has been issued. Sends to attorney for filing. Attorney prepares documents for filing, send to HR for review, prints employer letters and signature. Also sends invoice for USCIS fees which is the employer's responsibility to pay. HR expedites with AP. Upon receipt of checks from AP documents are sent via FedEx back to attorney.

Human Resources Initiates and Completes Visa processing once the contract executed by both parties Sends Visa application and Premium Processing Information to candidate. \*The Premium Processing Fee is the responsibility of the candidate and is a requirement required for all Candidates requiring an H1B Visa.



**F1 Visa** - HR Receives EAD documentation from the candidate.

**J1 VISA** - HR goes to ECFMG website and creates New Appointment Profile for new year of training for each PGY year and enters incoming candidates using their USMLE numbers which is obtained from ERAS. Candidates need to upload their documents such as Statement of need, I=94. HR uploads the candidates signed contract. Once approved the ECFMG will send DS 2019 to HR. HR makes copy and send original to the candidate via FedEx. When candidate arrives for training, HR needs to have candidate complete Arrival Form and HR uploads to the ECFMG website along with copies of visa stamp. HR notifies GME to update Myevaluations with visa type and expiration.

Once approved, attorney will send documents to HR, HR makes copies for the file and give original to candidate. HR notifies GME to update Myevaluations with visa type and expiration date.