

# Orientation Checklist

During orientation you will receive important information from various departments within the institution as well as time to take care of required paperwork for parking, benefits, payroll, etc. In order to complete some of these processes, **you must bring the following items with you to orientation:**

## 1. Proof of Employment Eligibility

\_\_\_\_\_ It is imperative that you bring **one** of the **original** acceptable documents from **List A or one document each** from **Lists B and C** (list on GME website) to orientation. These are the only acceptable documents. **All documents must be unexpired and the original document.** If you do not provide proof of employment eligibility at orientation you will **not** be allowed to start your program and will not be placed on our payroll until you do.

## 2. Non-U.S. Citizens

\_\_\_\_\_ All non-U.S. Citizens **must present their original immigration documents** to be cleared to begin their training program (e.g., Form DS-2019, Form I-94, passport, Alien Registration card, OPT card). The Visa & Immigration Services Administration (VISA Office) staff will be at orientation to assist with international check-ins.

Clinical trainees on non-immigrant visas who are accompanied by **dependents** on non-immigrant status must also present evidence of dependents immigration status (copies of passport(s), I-94(s) and DS-2019(s)). Copies of dependent documents are acceptable.

## 3. Parking

\_\_\_\_\_ Parking representatives will be available at orientation. If you do not arrange for contract parking on the day of orientation, it will be your responsibility to take care of parking directly with the parking office at a later date. Please bring your official state issued **Driver's License**.

## 4. Physician's Referral Service (PRS)

\_\_\_\_\_ You should have received your **Clinical Fellows, Resident, and Clinical Specialist Benefit Enrollment Packet** on or before **May 15<sup>th</sup>** via e-mail. If you have not received the packet, please contact PRS at (713) 792-7600 or via e-mail at [PRSFacBenSrvs@mdanderson.org](mailto:PRSFacBenSrvs@mdanderson.org). Your enrollment packet with Required Documentation for Dependent Enrollment should be return to PRS no later than June 15.

## 5. IRS W-4 Form (draft)

\_\_\_\_\_ An **IRS W-4 Form** is attached to this e-mail. This is required for payroll withholding purposes. You will submit this form electronically to our Payroll Office via MyHR on or after July 1<sup>st</sup>/Aug 1<sup>st</sup>. If you should have any questions regarding the completion of this form, you should consult an outside agency in advance of orientation.

## 6. Texas Physician-in-Training permit or a full Texas medical license

\_\_\_\_\_ As a reminder, you should have applied for a Texas Physician-in-Training permit or a full Texas medical license at this point (some already have a full unrestricted license). Please note, **you will not be allowed to begin your program without valid authorization from Texas Medical Board** to practice medicine in the state of Texas.

## 7. Working Mothers Information

\_\_\_\_\_ MD Anderson has sanitary private lactation rooms with comfortable chairs, privacy curtains, lockers, refrigerator and a sink. The **working mother's rooms** are designed to meet the needs of lactating mothers who have returned to work. If you will need access to one of these room during orientation, **please contact your training program coordinator or GME academic coordinator before July 1/Aug 1** so proper accommodations can be made.