

# Requirements for the Appointment Process

Below are the items you will need for your application. If your education credentials were obtained outside of the US, please review the requirements on the next page.

- **Two (2) Letters of Recommendations (LOR).** These must be signed and submitted on letterhead, and must indicate the title of the person providing the reference. Each letter must be dated within one year of the anticipated appointment start date and sent directly from supervisors or other qualified individuals who are in a position to evaluate the candidate's background, ability and performance. Letters from the trainee's MD Anderson Cancer Center mentor/faculty will not accepted.
- **Government-issued photo ID**
- **I-9 documents to complete the E-verify process**
- **VISA documents, if international**

## Vaccinations and Verifications

- **Measles, Mumps & Rubella (MMR)**  
There must be documentation of one of the following:
  - 2 vaccinations
  - Positive antibody titers for all 3 components (lab reports required)
- **Varicella (Chicken Pox)**  
There must be documentation of one of the following:
  - 2 vaccinations
  - Positive antibody titer (lab reports required)
  - Medical documentation of history of chicken pox
- **TB Skin Test**  
There must be documentation of one of the following:
  - A negative PPD skin test AND Respiratory Query within 3 months of Castle Branch's account initiation.
  - If PPD skin test is Positive, submit positive PPD skin test AND a Negative Chest X-Ray dated on or after the positive PPD skin test result, but within the past 10 years AND Respiratory Query within 3 months of Castle Branch's account initiation.
  - Please note that **a blood test (e.g., QuantiFERON Gold Blood Test, T-spot, etc) is not acceptable for the TB Skin Test.**
- **Tetanus, Diphtheria & Pertussis (Tdap)**  
Provide documentation of a Tdap booster within the past 10 years.
- **Influenza**  
Submit documentation of a flu shot administered during the current flu season. Document must include the name of the recipient, the date the flu shot was given, the vaccine manufacturer, expiration date, the lot number and the signature of the health care provider. OR print out and complete the Flu Declination form.

### **Education Credentials Obtained Outside of US**

If you earned degree(s) or obtained educational credentials outside the United States that will be used to meet the minimum education requirement for the position of consideration, you must submit a credential evaluation prior to the extension of an offer. The evaluating company must provide:

- a certified translation of your diploma, if not in English;
- verification of accreditation of the foreign university;
- the equivalency of non-U.S. degree(s) to a U.S. degree(s); and
- verification of your attendance at and graduation from that university.

Any expenses to obtain this evaluation will be the responsibility of the candidate. Please instruct the evaluation company to mail the original evaluation to your department of appointment.

The following is a list of accredited education evaluation companies that provide foreign educational evaluations that meet institutional requirements for research trainees:

*The University of Texas MD Anderson Cancer Center does not endorse any of the listed companies; rather, as accredited foreign education evaluation agencies, they have been identified as providing sufficient and acceptable foreign education evaluation services.*

#### **Consultancy on International Education**

P.O. Box 2792  
Champaign, IL 61825-2792  
Tel: 217.359.9602  
Fax: 217.359.2082  
cie@international-education.com

#### **Educational Records Evaluation Service, Inc.**

601 University Avenue, Suite 127  
Sacramento, CA 95825  
Tel: 916.921.0790  
Fax: 916.921.0793  
edu@eres.com

#### **Foundation for International Services, Inc.**

505 5th Avenue South, Suite 101  
Edmonds, WA 98020  
Tel: 425.248.2255  
Fax: 425.248.2262  
info@fis-web.com

#### **Josef Silny & Associates, Inc. International Education Consultants**

7101 S.W. 102 Avenue  
Miami, FL 33173  
Tel: 305.273.1616  
Fax: 305.273.1338  
Fax: 305.273.1984 (Translations)  
info@jsilny.com

#### **Global Education Group, Inc.**

2 East Congress Street, Suite 900  
Tucson, AZ 85701  
Tel: 520.202.7800  
Fax: 520.877.7867  
info@globaledu.com

#### **SpanTran: The Evaluation Company**

2400 Augusta Drive, Suite 451  
Houston, TX 77057  
Tel: 713.266.8805  
Fax: 713.789.6022  
info@spantran-edu.org