

Visas, Licenses, Matriculation, and Orientation

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Visas, Licensure, Matriculation, and Orientation
Graduate Medical Education Policy 04

Purpose

The purpose of this policy is to set forth the requirements and policies relating to visas, licensure, matriculation and orientation activities of all residents and fellows participating in training programs at the University of Chicago Medical Center (“UCMC”).

Matriculation

Matriculation for each trainee is based on the starting date of the trainee's contract. A health screening examination is scheduled prior to the starting date of the contract. The trainee's appointment will not start until successful completion of the health screening including all required follow-up tests.

When the starting date of a trainee is delayed because of licensure, visa, or any other problem, the starting and ending dates in the trainee's contract and personnel files will be changed to reflect the later starting date.

The training program director, in accordance with ACGME criteria, state and federal laws, orders, and regulations, may make a determination as to whether or not the lost time may be made up within the contract period, and/or whether extension of the trainee's contract period is necessary to meet all UCMC, Program, ACGME, and speciality-board requirements.

Licensure

Trainees are required to hold temporary (training) or permanent State of Illinois licenses. No resident or fellow may participate in patient care activities, attend rounds, or be identified as a UCMC resident or fellow until a valid Illinois medical license is obtained. Failure to obtain Illinois licensure by the contract starting date will delay the start date and may terminate the contract. The cost of obtaining licensure, either temporary or permanent, is the responsibility of the trainee.

Visas

Foreign national trainees who require visa sponsorship in order to participate in a clinical training program at UCMC must obtain and show proof of their visa status by their contract starting date. The Medical Center may solicit verification of such status from

third parties. Failure to show proof of visa status by the contract starting date will delay the start date and may terminate the contract.

Foreign nationals requiring visa sponsorship are sponsored by UCMC primarily on the J-1 visa through the Educational Commission for Foreign Medical Graduates (“ECFMG”). Foreign national trainees may be considered for H-1B visa sponsorship only with approval by their Program and UCMC’s Office of Graduate Medical Education (“GME Office”). Requests for H-1B sponsorship are considered on a case-by-case basis and based on the unique circumstances of the case and the needs of the Institution. The J-1 Visa is the preferred visa of UCMC. Sponsored programs wishing to sponsor individuals on an H1-B visas are responsible for all financial costs related to the application process and continuation expenses associated with this class of visa.

The GME Office will provide facilitation assistance with visa sponsorship and processing. Programs will work with the GME Office which will facilitate contact with legal counsel approved and designated by UCMC to assist with visa-related services.

Orientation

The GME Office is responsible for presenting a general orientation for all residents and fellows prior to commencement of their clinical program.

Orientation content may include, but is not be limited to, presentations of benefits, payroll, health screening, identification photographs, training sessions required by law; and other information sessions specific to the policies and procedures of The University of Chicago Medical Center. Questions on these topics may be directed to the GME Office.

Departments are responsible for scheduling departmental orientation of clinical policies and procedures for new residents and fellows.

Interpretation, Implementation and Revision

The GME Office and the Office of Medical Legal Affairs are responsible for the revision of this policy.

The Graduate Medical Education Committee is responsible for the interpretation and implementation of this policy.

