

**DUKE UNIVERSITY MEDICAL CENTER
DUKE UNIVERSITY HEALTH SYSTEM, INC.
Durham, North Carolina**

INTERNATIONAL OFFICE
BOX 3882 (Zip code 27710)
LOCATION: 300 Alexander Avenue (Zip code 27705)

TELEPHONE (919) 681-8472 (681-VISA)
FACSIMILE (919) 681-8492
E-MAIL: visa@mc.duke.edu
Web address: <http://www.international.duke.edu>

MEMORANDUM

TO: **U.S. citizens or U.S. nationals graduated from *foreign medical schools*
Foreign nationals graduated from U.S. medical schools
Foreign nationals graduated from foreign medical schools
Any physician with *limited work authorization***

FROM: Medical Center International Office

DATE: Training year 2003-2004

SUBJECT: **Registration with the International Office.
See enclosed welcome letter, map, and van service information.**

After you arrive at Duke and **BEFORE** you report to the Office of Graduate Medical Education (OGME) you must come to the International Office to register.

You must bring with you:

1. **Proof of your identity and your right to work in the U.S.**
2. **Your ORIGINAL ECFMG certificate. Not a copy; the ORIGINAL.**

These two items are part of the checklist for Payroll.
You cannot start work, attend orientation, or go on payroll
until this is done.

1. You must bring with you proof of your identity and original evidence proving you are eligible to work as described in the "List of Acceptable Documents" on the reverse of this memo. Under U.S. law, all employees must prove that they have the right to work in the U.S. by providing a document or combination of documents that prove identity and work authorization. All house staff residents and fellows are considered to be employees even though funding may be from sources other than Duke. (Special note: the Federal government has proposed reducing the number of acceptable documents specified on the list. Some of the less common or less secure ones may have been removed by the time you arrive.)

2. Any graduate of a foreign medical school who will be involved in clinical training or clinical research at the house staff level must hold a valid, unexpired certification from the Educational Commission for Foreign Medical Graduates (ECFMG) or a diploma from an LCME-accredited Canadian medical school. If you did not graduate from a U.S. medical school you must bring with you original documents for either A or B below:

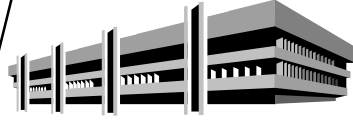
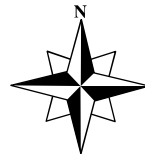
- A. An original, valid (unexpired) ECFMG certificate OR an original letter from the ECFMG confirming eligibility for the certificate and the expected date of issue. If your ECFMG certificate carries an expiration date, we will help you file the forms to make it valid indefinitely.**
- B. An original diploma from a Canadian or other LCME-accredited medical school.**

LISTS OF ACCEPTABLE DOCUMENTS

LIST A	LIST B	LIST C
Documents that Establish Both Identity and Employment Eligibility	Documents that Establish Identity	Documents that Establish Employment Eligibility
<ol style="list-style-type: none"> 1. U.S. Passport (unexpired or expired) 2. Certificate of U.S. Citizenship (<i>INS Form N-560 or N-561</i>) 3. Certificate of Naturalization (<i>INS Form N-550 or N-570</i>) 4. Unexpired foreign passport, with <i>I-551 stamp</i> or attached <i>INS Form I-94</i> indicating unexpired employment authorization 5. Alien Registration Receipt Card with photograph (<i>INS Form I-151 or I-551</i>) 6. Unexpired Temporary Card (<i>INS Form I-688</i>) 7. Unexpired Employment Authorization Card (<i>INS Form I-688A</i>) 8. Unexpired Reentry Permit (<i>INS Form I-327</i>) 9. Unexpired Refugee Travel Document (<i>INS Form I-571</i>) 10. Unexpired Employment Authorization Document issued by the INS which contains a photograph (<i>INS Form I-688B</i>) 	OR	<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, sex, height, eye color and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, sex, height, eye color and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <li style="padding-left: 2em;">For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor or hospital record 12. Day-care or nursery school record
	AND	<ol style="list-style-type: none"> 1. U.S. social security card issued by the Social Security Administration (<i>other than a card stating it is not valid for employment</i>) 2. Certification of Birth Abroad issued by the Department of State (<i>Form FS-545 or Form DS-1350</i>) 3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (<i>INS Form I-197</i>) 6. ID Card for use of Resident Citizen in the United States (<i>INS Form I-179</i>) 7. Unexpired employment authorization document issued by the INS (<i>other than those listed under List A</i>)

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)

Map to Duke's International Office, International House, Benefits, Payroll & Accounting, and Duke Police



Veteran's Affairs Hospital

Parking Deck #2

Pickens Bldg

1st Union Plaza

705 Broad St.

Perry Street

Broad Street

Duke North Hospital



Erwin Rd



Parking Deck #1

Erwin Rd.

Duke South Hospital



Trent Dr.

Yearby Ave.

Anderson St.

Alexander Ave.

Oregon St.

Flowers Dr.



Sarah P. Duke Gardens



Pace St.

INTERNATIONAL OFFICE

Visa Services
300 Alexander Avenue

OFFICE OF GRADUATE MEDICAL EDUCATION

Duke South Hospital (Green Zone)
M148 Davidson Bldg

DUKE POLICE 502 Oregon Street



Duke Chapel

Chapel Drive

Wannamaker Drive

Campus Drive



INTERNATIONAL HOUSE Programming/Acclimation Services 2022 Campus Drive

Campus Drive

Duke University Rd.