

University Physicians & Surgeons, Inc.

ATTENTION ALL NEW RESIDENT PHYSICIANS!

- Attached is a list of items that you **MUST** have with you copied and ready to submit during orientation June 19th at 12:30pm - 2:45pm tentatively.
- Please see the attached list of acceptable documents that was provided to us by Department of Homeland Security. All documents **must** be unexpired. You may bring one of the documents from List A **or** one from List B and one from List C copied and ready to submit.
- Please be prepared, **in order to get paid and enroll in benefits you must have the required items.**

All residents need to bring the following:

1. **Identifications:** Copies of forms of ID (please see above for more information).
2. **Social Security Number:** for yourself as well as any family members you wish to be covered by health insurance. Please note: coverage will NOT be issued until a Social Security number is provided.
3. **Names, Addresses, and Social Security Numbers:** for any person you wish to list as beneficiaries of your life insurance. The beneficiary is the person to receive the insurance payout in case of your death.
4. **Dependents Documentation:** If you wish to add dependents to your health or optional life insurance a copy of a marriage certificate is needed to add a spouse and a copy of a birth certificate is needed to add each child.
5. **Direct Deposit Information:** You will need your bank name, your daytime telephone number, bank routing number, and bank account number(s). This information can be found on one of your checks. Do not use the information from your account deposit slips.

J-1 Visa Residents:

Please bring a copy of your J-1 Visa status certificate.

If you have any questions, please contact your department residency coordinator.