TO: 2016-2017 Prospective Applicants

Dear Recruit:

Welcome to Creighton University. We are excited for the opportunity to discuss with you the excellent postgraduate training we offer through Creighton University, Creighton University Medical Center and our Affiliated Hospitals. We are committed to producing competent and compassionate clinicians who learn to provide exceptional patient care.

As part of the preparation process to enter postgraduate training not only at Creighton University but also other institutions, we have taken this opportunity to inform you of some important items that we recommend you take into consideration as you are interviewing at Creighton University and other institutions to help you determine your ranking list.

Applicants who match to Creighton University will be subject to fulfilling the following requirements prior to starting postgraduate training on July 1st.

Matched applicants will receive further communication beginning in March after the NRMP Match from the Graduate Medical Education Office and/or Program regarding the completion of necessary paperwork and processes.

The matched applicant is responsible for ensuring that the following requirements are fulfilled by the appropriate timeframes.

1) LICENSE (TEP or Permanent) to practice medicine in the State of Nebraska must be issued by July 1st. The cost of a TEP license is $25.00. All first years will obtain a TEP. Licensure consists of:
   a) Completing application and providing supplemental documentation as instructed.
   b) Complete and pass a Federal Criminal Background Check.
   c) ECFMG verification of certification for International Graduates.
   d) Be legally employable based on United States Federal Law.

2) LEGALLY EMPLOYABLE based on Federal and University requirements.
   For foreign nationals needing Visa sponsorship, the J1 Visa is offered by the University. Individuals on OPT or who have a valid EAD status are also accepted by the University. The applicant must acquire the J-1 Visa in a timely manner to ensure legal employment status by July 1st.
3) Attend all required **ORIENTATIONS** in June to include University, Affiliated Hospitals, and Program Orientations. At a *minimum* all incoming house staff are recommended to plan on keeping calendars clear and available during the *last two weeks of June*.

4) Complete and pass the Creighton University **EMPLOYMENT BACKGROUND INVESTIGATION** and the Nebraska DHHS Division of Children and Family Services Agency Request for Information from the **NEBRASKA ADULT AND CHILD ABUSE AND NEGLECT REGISTER/REGISTRY**.

5) Complete and submit **HOUSE STAFF AGREEMENT (CONTRACT)**. Contracts are provided to incoming house staff prior to entering training and available during Orientation. A sample of the current Agreement is provided as part of the recruitment information.

All of the above requirements are easily obtainable providing there is due diligence on behalf of the applicant and institution. The Graduate Medical Education Office and Program will be readily assisting the applicant to help accomplish the requirements. Should there be any reservations of the applicant with being able to fulfill the above requirements, please convey your concerns to the Program Director. Failure to fulfill/execute the following items in a timely manner can result in forfeiture of the applicant’s position in the program.

An important note for International Medical Graduates:

**Creighton University does not confer a doctoral degree for postgraduate medical education training. House staff will be recognized by the degree awarded by their medical school.**

Should you have any questions regarding the requirements, please do not hesitate to bring your questions to the attention of the Program Director or the Graduate Medical Education Office (402-280-4675).