

STUDENT SERVICES

Services for Residents and Fellows

We provide the following administrative services to our house staff.

Loan Deferment

Residents and fellows seeking loan deferments from their lending institutions should bring their completed deferment forms (obtained from the loan provider) in person to the Office of Graduate Medical Education during our office hours. Please also bring your loan provider's fax number or mailing address to which we can send the completed form.

After our staff verifies your training dates and receives a signed release form from you authorizing us to provide information about your training to your lender, we send the finalized form by fax or mail to the loan provider.

For more information, or to ask any questions, please contact Lizbhetta Nunez, MBA, administrative coordinator, at lizbhetta.nunez@nyulangone.org.

Payroll Assistance

Most residency and fellowship programs require residents to work in one or more facilities. For this reason, your payroll source and benefits plan may change during your residency or fellowship.

You may spend a portion of time on the NYU Langone Hospitals payroll (covered by NYU Langone's employee benefits package) and a portion on the NYC Health + Hospitals/Bellevue payroll (covered by the Bellevue/New York City Health and Hospitals Corporation employee benefits package).

There are, however, numerous exceptions to this model. Your program coordinator and our office can help you with any questions related to the payroll process. Please contact your program coordinator first.

House staff on the NYU Langone Hospitals payroll are paid biweekly. We strongly recommend direct deposit. To sign up for direct deposit of paychecks, go to atNYULMC (<http://www.atnyulmc.org/>) (Kerberos ID required for login). Pay stubs for checks directly deposited are also available through atNYULMC.

If you do not enroll in direct deposit, you can pick up your check at our office during our office hours. Checks are available on Fridays.

House staff on the NYC Health + Hospitals/Bellevue payroll are paid biweekly. Checks or direct deposit pay stubs may be picked up at the NYC Health + Hospitals/Bellevue payroll window, 462 First Avenue (at 27th Street), H building, first floor. Please be sure to have your NYC Health + Hospitals/Bellevue ID with you.

If you do not pick up your check by the following Wednesday, the check is sent back to the Bellevue/New York City Health and Hospitals Corporation central office. It is then sent to you by mail.

Salary Verification and Letters of Employment

We process salary verification for house staff assigned to the NYU Langone Hospital's payroll. House staff assigned to the NYC Health + Hospitals/Bellevue payroll should visit the human resources department at 462 First Avenue (at 27th Street), A building, room 129.

We issue letters of employment regardless of the payroll institution. To request a letter, contact Lizbhetta Nunez, MBA, administrative coordinator, at lizbhetta.nunez@nyulangone.org.

Visa Assistance

If you are a resident or fellow on a visa, please contact your program coordinator or Sally Hennessy, graduate medical education program specialist, at sally.hennessy@nyulangone.org. Instructions and procedures depend on the type of visa you hold.

NYU Langone does not offer H-1B sponsorship for house staff, residents, or fellows. J-1 sponsorship is available through the Educational Commission for Foreign Medical Graduates (ECFMG).

Obtaining a Replacement Training Certificate

Replacement training certificates are available for a fee of \$100. The Office of Graduate Medical Education is not responsible for certificates lost or damaged in the mail.

A request for a replacement training certificate must be made in writing. This request must include the following information:

- the house staff officer's full name as known during the time of training
- the program name as indicated on the house staff officer's training contract
- the dates of training
- the mailing address where the replacement training certificate should be sent

A check or money order for \$100 payable to the Office of Graduate Medical Education must also be included. Do not send cash. Please mail your request for a replacement training certificate to the Office of Graduate Medical Education:

Office of Graduate Medical Education
545 First Avenue
Greenberg Hall, SC1-081
New York, NY 10016

The Office of Graduate Medical Education verifies the information and orders the replacement training certificate. The certificate and mailing address are given to the program coordinator, who has the certificate signed by the chair of the department or the program director and then mails it out.

The processing time is two to three months to obtain a replacement training certificate.

Resources for Medical Students

As part of medical training, all students participate in standardized systems for securing residencies and fellowships, graduating, and completing the U.S. medical licensure process. The quick links below allow you to access internal resources and external resources from national medical organizations to help you accomplish these tasks.

U.S. Medical Licensing Examination

All medical students take the three-step U.S. Medical Licensing Examination, or USMLE, to demonstrate their ability to provide safe and effective patient care. Please note that receiving your USMLE Step 2 Clinical Knowledge scores (<https://www.usmle.org/step-exams/step-2-ck/>) may take as long as three months. Be sure to schedule this exam

early enough in your final academic year so that the scores are available in time to meet graduation requirements. Learn more about the USMLE (<https://www.usmle.org/>).

Electronic Residency Application Service

Submit residency applications and supporting materials through the Association of American Medical Colleges. Access the Electronic Residency Application Service (<https://www.aamc.org/services/eras-for-institutions/>).

FREIDA Online

Use the American Medical Association's Fellowship and Residency Electronic Interactive Database Access System, FREIDA Online, to search for residency and fellowship programs. Learn more about FREIDA Online (<https://www.ama-assn.org/residents-students/match/freida/>).

Visiting Student Learning Opportunities

Apply for clinical electives at other medical schools with the Association of American Medical Colleges' Visiting Student Application Service, or VSAS.

National Resident Matching Program

Apply to first- and second-year residency positions at U.S. medical schools using the National Resident Matching Program, or NRMP, the process that all medical students participate in to match with a residency program. Learn more about the resident matching process (<http://www.nrmp.org/>).

Additional Information

- Advising (<https://bulletins.nyu.edu/graduate/medicine-grossman/student-services/advising/>)
- Registration (<https://bulletins.nyu.edu/graduate/medicine-grossman/student-services/registration/>)