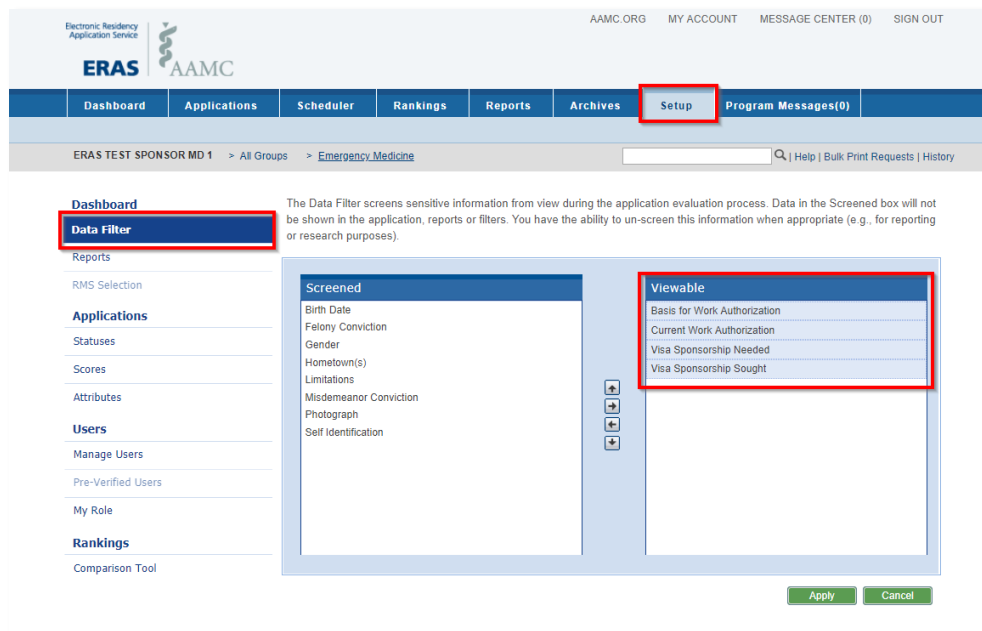


To help programs better understand their legal obligations, the citizenship and visa section in the application has been updated to capture work authorization information. Applicants will continue to be prompted to provide work authorization information including the basis of their work authorization under the entirety of their GME Training.

The filters that included citizenship and visa fields prior to ERAS 2020 will not automatically update in the PDWS. Use this Job Aid to locate the work authorization fields and update your current filters.

1. Configure Setup so that work authorization and visa information is not screened.



The screenshot shows the ERAS PDWS Setup page. The 'Setup' tab is selected in the top navigation bar. The 'Data Filter' section is highlighted with a red box. The 'Viewable' section is also highlighted with a red box, showing the following fields:

Viewable
Basis for Work Authorization
Current Work Authorization
Visa Sponsorship Needed
Visa Sponsorship Sought

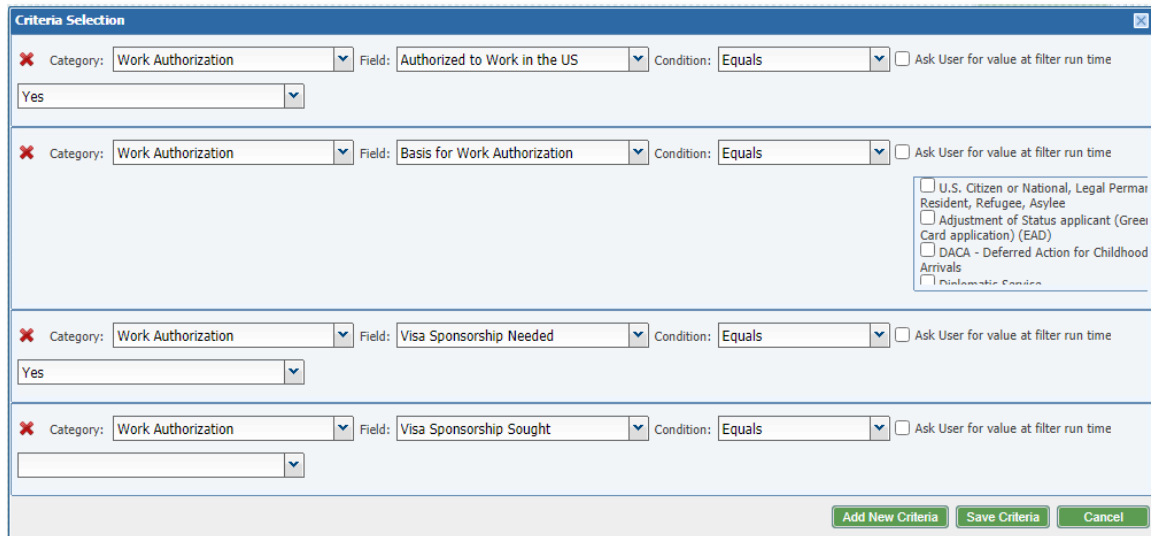
The 'Screened' section contains the following fields:

Screened
Birth Date
Felony Conviction
Gender
Hometown(s)
Limitations
Misdemeanor Conviction
Photograph
Self Identification

Buttons for 'Apply' and 'Cancel' are located at the bottom right of the configuration area.

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2. Use the “Work Authorization” category to add work authorization or visa sponsorship fields, see example below:



The screenshot shows a 'Criteria Selection' dialog box with four criteria rows. Each row has a red 'X' icon, a 'Category' dropdown set to 'Work Authorization', a 'Field' dropdown, a 'Condition' dropdown set to 'Equals', and an 'Ask User for value at filter run time' checkbox. The first row has 'Authorized to Work in the US' as the field and a 'Yes' dropdown. The second row has 'Basis for Work Authorization' as the field and a list of visa options: U.S. Citizen or National, Legal Permanent Resident, Refugee, Asylee; Adjustment of Status applicant (Green Card application) (EAD); DACA - Deferred Action for Childhood Arrivals; and Diplomatic Service. The third row has 'Visa Sponsorship Needed' as the field and a 'Yes' dropdown. The fourth row has 'Visa Sponsorship Sought' as the field and an empty dropdown. At the bottom are 'Add New Criteria', 'Save Criteria', and 'Cancel' buttons.

Definition of the Fields:

- *Authorized to Work in the US* – Whether an applicant is currently authorized to work in the US. This may be subject to change as their visa situation develops.
- *Basis for Work Authorization* – The visa option that will serve as the applicant’s basis for work authorization for the entirety of the applicant’s GME Training.
- *Visa Sponsorship Needed* – Whether an applicant is seeking sponsorship from your program.
- *Visa Sponsorship Sought* – The H-1B or J-1 visa sponsorship that the applicant requires from your program.

Tips:

- Make sure to delete any old filters with “Citizenship” criteria. You may create new filters with the updated “Work Authorization” criteria.
- In the Personal Information section of the applicant’s application, “Authorized to Work in the US” is indicating the applicant’s **current** status and may be subject to change.

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Personal		Education	Experience	Publications	Exams/Licenses	Limiting Factors
Personal Information				Work Authorization Information		
Sex	Female			Authorized to Work in the US	Yes	
Self-Identification	Hispanic, Latino, or of Spanish origin			Current Work Authorization	U.S. Citizen or National, Legal Permanent Resident, Refugee, Asylee	
Birth date	07/19/1987					

- Refer to *Page 2* of the [ERAS Applicant Worksheet](#) for the Applicant’s perspective while filling out work authorization information. This will help you understand the filters more.

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