How to Update Work Authorization Filters

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 the 2020 ERAS season will not automatically update in the PDWS. Use this Job Aid to locate the work authorization fields and update your current filters.

1. Navigate to the ERAS® Program Director's WorkStation (PDWS) and enter your AAMC username and password.

Sign In

Username

Enter Username

⚠ Username is Required

Password

Enter Password

SIGN IN

FORGOT YOUR USERNAME?

FORGOT YOUR PASSWORD?

NEED HELP?

2. Configure Setup so that work authorization and visa information is **Viewable**.
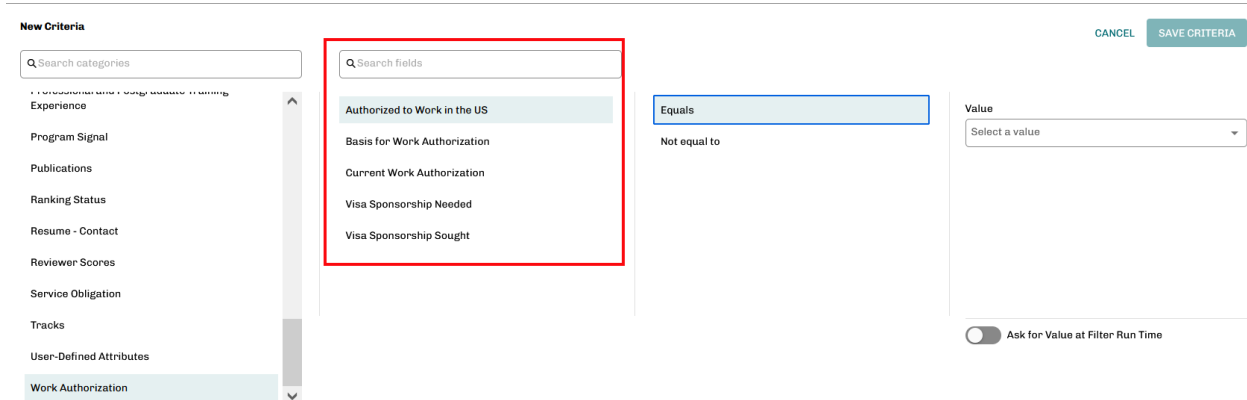
Screen Data

Data screening hides sensitive information during the application evaluation process. Screened data will not be displayed in applications, reports, and filter results. You can switch data to screened or viewable at any time. Access to data screening is restricted to specific user roles, allowing authorized individuals to view and screen data within their assigned fields.

	Viewable	Screened		Viewable	Screened
Basis for Work Authorization	✓		Hometown(s)		
Current Work Authorization	✓		Visa Sponsorship Needed		
Geographic Preference			Visa Sponsorship Sought		

CANCEL SAVE

Association of American Medical Colleges

3. Use the Work Authorization category to add work authorization or visa sponsorship fields (see example below).

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 indicates the applicant's **current status** and may be subject to change.

Personal	Geo Preferences	Education	Experience	Publications	Exams/Licences

Personal

Gender

Birth Date

Self-identification

Contact

Preferred Phone

Email

Address

Current Address

Permanent Address

Work Authorization

Authorized to Work in the US?	Yes
Current Work Authorization	DACA - Deferred Action for Childhood Arrivals
Visa Sponsorship Needed	No
Basis For Work Authorization	U.S. Citizen or National, Legal Permanent Resident, Refugee, Asylee

- 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 and clarify which options are displayed to applicants after making particular selections.