



Continuation of Sponsorship in Research Scholar/Non-clinical Programs of Observation, Consultation, Teaching, or Research



Application Processing Instructions

The checklist below provides an overview of the basic requirements for applicants seeking continued sponsorship for participation in a research/non-clinical program of observation, consultation, teaching, or research. Note that submission of a complete on-line application in MyIntealth requires close coordination between each applicant and the Training Program Liaison (TPL) at the research hospital/institution. EVSP generally reserves four to six weeks from the time all required documentation is received for review and processing. There is a minimum required set of documents that must be uploaded before an application for sponsorship can be *submitted* via MyIntealth. These minimally required documents are noted below, and do not necessarily represent the full scope of what is required for an individual applicant to *complete* the application for sponsorship. It is recommended that applicants and/or TPLs retain a copy of all uploaded materials.

Applicants and TPLs will be notified by e-mail to log in to their MyIntealth account to view any application deficiencies and/or requests for additional documentation.

STEPS IN THE APPLICATION PROCESS

The application process requires completion of the following steps:

1. Through MyIntealth, TPL submits an on-line appointment profile and has the option to upload documents in support of an application
2. Through MyIntealth, applicant accepts on-line appointment profile, completes the electronic application, uploads any documentation (not already submitted by the TPL) needed to complete the application (with the exception of the SoN; see below for details), and pays the \$370 administrative/application fee

NOTE: All documents must be uploaded individually and be in DOCX, GIF, JPG/JPEG, PDF, PNG, or TIFF format.

Documentation Required of Continuing Applicants

☐ **CONTRACT OR LETTER OF OFFER***

The contract or letter of offer must specify:

- Start and end dates of the research year,
- Research specialty,
- Stipend,
- And must be signed by both the applicant and an appropriate institutional official (to be renewed annually).

☐ **FORM I-94 (arrival/departure record)***

A photocopy of the applicant's most recent Form I-94 documenting admission to the United States in J-1 status valid for "Duration of Status - D/S" must be submitted to ECFMG. Copies of electronically issued Form I-94 can be downloaded at <https://i94.cbp.dhs.gov/>. Note that Form I-94 also may be attached to Form I-797, Notice of Action, issued by the U.S. Department of Homeland Security.

☐ **FORM I-644, SUPPLEMENTARY STATEMENT FOR GRADUATE MEDICAL TRAINEES***

The applicant must complete and sign Part 1; the program director or director of graduate medical education of the *most recent* (not proposed) host program must complete and sign Part 2 of the form. <https://www.ecfm.org/evsp/i-644form.pdf>

* Document type required to submit an application within MyIntealth.

Additional Documentation (required if applicable)

EVIDENCE OF FAMILY RELATIONSHIP (marriage/birth/adoption certificate)

Required if requesting J-2 dependent sponsorship for a spouse and/or an unmarried minor child. If not in English, the certificate(s) must include a certified, word-for-word English translation(s).

OFFICIAL DOCUMENTATION OF FUNDING SOURCE

Provides proof of funding by the organization paying the applicant *directly* or confirmation of the applicant's personal funds if the source of funding is other than, or in addition to, the salary provided by the hospital or institution where the program will take place.

- **Outside Organization:** A signed letter, on organizational letterhead, from an official of the organization providing direct funding to the applicant. The letter must include the terms and conditions, dates, and amount in U.S. dollars.
- **Personal Funds:** Submission of a letter signed by a bank official or a copy of a bank statement on letterhead confirming the (self) funding amount specified in the on-line application. Foreign currency amounts must also include U.S. dollar equivalent. IMPORTANT: Letters and/or statements issued by a bank should *not* show personal account information such as account number or other personal identifier.

Note: Minimum funding levels are \$1,600 per month for the exchange visitor physician, \$600 per month for a J-2 spouse, and \$400 per month per child (any status).

RETURN SHIPPING LABEL FOR EXPEDITED DELIVERY TO THE TPL (optional, but recommended)

If an application is approved, ECFMG will issue Form DS-2019, *Certificate of Eligibility for Exchange Visitor (J-1) Visa Status*, to the TPL via first-class U.S. mail. ECFMG is not authorized to release the Form DS-2019 directly to an applicant. For expedited and trackable delivery, applicants must upload a prepaid/preaddressed courier service shipping label at the time of application (prior to application review by EVSP). EVSP staff cannot complete a shipping label on behalf of an applicant or institution. See <https://www.ecfm.org/evsp/applying-fees.html#ds2019> for additional information on the use of shipping labels.