

Initial Sponsorship in an ACGME-accredited Training Program or Non-standard Training (NST) Program at an ACGME-recognized Sponsoring Institution



Application Processing Instructions

The checklist below provides an overview of the basic requirements to apply for initial J-1 visa sponsorship to participate in a clinical training program accredited by the Accreditation Council for Graduate Medical Education (ACGME) or NST program at an ACGME-recognized Sponsoring Institution. 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 teaching hospital. 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. Note also that EVSP will match the original Statement of Need (SoN) received from the home country government with the pending application. Applicants can verify that an SoN has been received by checking the status in MyIntealth.

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
3. Electronically or by mail/courier service, Ministry of Health official or applicant submits the original SoN (see below for details)

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

Documentation Required of All Initial Applicants

☐ CONTRACT OR LETTER OF OFFER*

The contract or letter of offer must specify:

- Start and end dates of the training year,
- Specialty and subspecialty of the training program/pathway,
- Training level,
- Stipend,
- And must be signed by both the applicant and an appropriate hospital official.

☐ STATEMENT OF NEED (SON)

An original, official SoN issued directly from the Ministry of Health in the country of most recent legal permanent residence must be submitted directly to ECFMG. SoN letters are accepted in two ways—electronically OR by mail/courier service.

Regardless of submission method, per the U.S. Code of Federal Regulations (CFR), all SoNs must:

- Be issued by the federal/central office of the applicant's country of most recent legal permanent residence
- Be issued on official Ministry of Health letterhead and addressed to ECFMG

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Whether an SoN is sent **electronically or by mail/courier service**, there are specific, respective submission procedures and requirements. If an SoN is received that does not meet these requirements, it will not be accepted.

View the submission requirements, and the required SoN format and wording, on the EVSP website at www.ecfm.org/evsp/applying-general.html#need

STATEMENT OF NEED (SoN) – Continued

- Exactly follow prescribed wording outlined in the U.S. Code of Federal Regulations (CFR) §62.27
- Specify a need that exactly matches the name of the training specialty/subspecialty being pursued
- Contain the official stamp or seal of the issuing government *and* dated signature of issuing official on the SoN
- Be issued in English; if not issued in English, a certified word-for-word English translation is required (again, please note that the SoN and any translation must follow regulatory prescribed language)

It is important to note that the source country for the SoN cannot be changed once an applicant acquires J-1 status. Any/all subsequent SoNs must be issued from the same source country.

☐ CURRENT CURRICULUM VITAE (C.V.)*

The C.V. must contain a complete timeline of activities from medical school to present day. Include all educational and professional activities and time off, along with location, in a Month/Year – Month/Year format with no gaps.

* Document type required to submit an application within MyIntealth.

Additional Documentation (required if applicable)

☐ COPY OF PASSPORT NAME PAGE(S)

Possession of a valid passport is required for each applicant for J-1 sponsorship. Any applicant with an expired passport on file with ECFMG and/or in MyIntealth will be required to upload a new, valid passport name page. Similarly, a valid passport name page must be uploaded for each dependent for which J-2 sponsorship is requested.

☐ COPIES OF FORM(S) IAP-66 AND/OR DS-2019

Required if the applicant previously held J-1 visa status.

☐ PROOF OF COUNTRY OF MOST RECENT LEGAL PERMANENT RESIDENCE (LPR)

Required if LPR differs from country of citizenship.

☐ COPY OF FORM I-94 (ARRIVAL/DEPARTURE RECORD)

Required if applicant is in the United States at the time of application submission to EVSP. 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.

☐ OFFICIAL DOCUMENTATION OF FUNDING SOURCE

Provides proof of funding by the organization paying the trainee *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 training 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).

☐ 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).

☐ 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.

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REQUIREMENTS FOR GRADUATES OF LIAISON COMMITTEE ON MEDICAL EDUCATION (LCME)-ACCREDITED U.S. OR CANADIAN MEDICAL SCHOOL PROGRAMS

- **VERIFICATION OF FINAL MEDICAL SCHOOL DIPLOMA:** Applicants must upload a copy of the diploma, when it is available, for verification (see <https://www.ecfm.org/evsp/applying-checklists.html#uscanada>). A certified, word-for-word English translation must accompany a non-English document.
- **ENGLISH LANGUAGE ATTESTATION FORM:** Required if the applicant is a graduate of an LCME-accredited Canadian medical school and is not ECFMG certified (see <http://www.ecfm.org/evsp/attestation.pdf>).
- **FULL-FACE PASSPORT-SIZED PHOTOGRAPH:** Uploaded as a JPG.
- **IDENTITY VERIFICATION:** Required if the applicant's identity has not been verified through another ECFMG service (see <https://www.ecfm.org/evsp/applying-checklists.html#uscanada>).



CHANGE OF CATEGORY AND PROGRAM TRANSFER REQUEST DOCUMENTATION

Required if the applicant is currently in J-1 status (e.g., J-1 “research scholar”) and plans to seek a change of category and program transfer through the U.S. Department of State (DoS). Detailed information and documentation requirements for applicants seeking a change of category are available on the EVSP website at <http://www.ecfm.org/evsp/evspcocomemo.pdf>.