

## CHECKLIST for CONTINUATION of J-1 VISA SPONSORSHIP in CHIEF RESIDENCY TRAINING PROGRAMS

This checklist outlines the basic requirements to apply for J-1 visa sponsorship to participate in a "Chief Residency" year that is not required for board certification by an American Board of Medical Specialties (ABMS) member board (PGY4 in Internal Medicine, Pediatrics). Sponsorship for these opportunities is limited to individuals who are immediately progressing to chief resident following residency graduation. J-1 physicians are not eligible to move from subspecialty fellowship training to a chief residency position.

Identify all documentation with the applicant's USMLE®/ECFMG® number. Copied materials are acceptable; however, ECFMG reserves the right to examine the original document. Application submission requires coordination between the applicant and the Training Program Liaison (TPL) at the host institution. Submit all requirements in one package and allow four to six weeks for processing. Incomplete submissions will cause delay. ECFMG will communicate any deficiencies and/or requests for additional documentation through the TPL. Retain a copy of all materials.

- CHIEF RESIDENCY POSITION VERIFICATION.**
  - The program director must provide a letter which (1) describes the competitive selection process resulting in the appointment of the chief resident, and (2) details the additional educational experience to be achieved.
  - The program director or other appropriate hospital official must confirm that the position is eligible for reimbursement from the Centers for Medicare and Medicaid Services (CMS) [formerly the Health Care Financing Administration (HCFA)] or is funded by the Department of Veterans Affairs (VA).
- CONTRACT OR LETTER OF OFFER.** The contract or letter of offer must specify start and end dates of the training year, specialty of the training program/pathway, training level, and stipend. The applicant and an appropriate hospital official must sign the contract or letter of offer.
- APPLICATION FORM FOR CONTINUATION OF J-1 VISA SPONSORSHIP.** The applicant must complete and sign Section A. The TPL must review Section A and complete and sign Section B.
- FORM I-644, SUPPLEMENTARY STATEMENT FOR GRADUATE MEDICAL TRAINEES (attached).** The exchange visitor physician 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 attached form.
- FORM I-94, ARRIVAL/DEPARTURE RECORD.** The Exchange Visitor must submit a photocopy of the front and back of the most recent Form I-94 documenting admission to the United States in J-1 status valid for "Duration of Status – D/S." Form I-94 may be attached to Form I-797, Notice of Action, issued by the U.S. Immigration and Naturalization Service or the U.S. Department of Homeland Security/Bureau of Citizenship and Immigration Services.
- STATEMENT OF NEED (from the central office of the Ministry of Health in the applicant's country of most recent legal permanent residence).** All applications for a chief residency position require submission of a renewed Statement of Need confirming the home country's need for the proposed training as chief resident in the specialty. See the EVSP *Reference Guide* on the ECFMG website for required format and wording. A certified, word-for-word English translation must accompany a non-English document.
- \$200.00 ADMINISTRATIVE FEE (non-refundable).** Include USMLE/ECFMG number on a check or money order payable to ECFMG. For credit card payment, see OASIS on the ECFMG website ([www.ecfm.org](http://www.ecfm.org)).
- RETURN AIRBILL FOR EXPEDITED DELIVERY TO THE TPL (optional, but recommended).** If the application is approved, ECFMG will issue Form DS-2019, Certificate of Eligibility for Exchange Visitor (J-1) Status, to the TPL via first-class U.S. mail. ECFMG is not authorized to release the Form DS-2019 directly to the applicant. To expedite delivery, it is recommended that a *prepaid/preaddressed courier service airbill* be included with the application. Time constraints prevent EVSP staff from addressing airbills.

*Thank you for your interest in ECFMG's Exchange Visitor Sponsorship Program.  
For additional information, visit the ECFMG website at [www.ecfm.org](http://www.ecfm.org) or contact EVSP at 215-823-2121.*