

## CHECKLIST for INITIAL J-1 VISA SPONSORSHIP in ACGME-ACCREDITED CLINICAL TRAINING PROGRAMS

This checklist outlines the basic requirements to apply for J-1 visa sponsorship to participate in an Accreditation Council for Graduate Medical Education (ACGME)-accredited training program or a program leading toward certification offered by a member board of the American Board of Medical Specialties (ABMS). 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.

**ECFMG CERTIFICATION PREREQUISITE.** International Medical Graduates must hold a Standard ECFMG Certificate without expired examination dates, if applicable. See *Validity of Examinations for Entry into Graduate Medical Education in the ECFMG Information Booklet*, available on the Publications page of the ECFMG website at [www.ecfm.org/pubshome.html](http://www.ecfm.org/pubshome.html).

- 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, and stipend. The applicant and an appropriate hospital official must sign the contract or letter of offer.
- FELLOWSHIP PROGRAM DESCRIPTION (if entering subspecialty training).** The fellowship description must follow attached guidelines.
- APPLICATION FORM FOR INITIAL SPONSORSHIP.** The applicant must complete and sign Section A. The TPL must review Section A and complete and sign Section B.
- STATEMENT OF NEED (from the central office of the Ministry of Health in the applicant's country of most recent legal permanent residence).** 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.
- CURRENT CURRICULUM VITAE (C.V.).** The C.V. must detail the applicant's education and professional history to date.
- COPY OF PASSPORT NAME PAGE(S).** Submit a copy of the passport name page for the applicant and each dependent.
- \$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)).
- ADDITIONAL DOCUMENTATION (if applicable)**
  - Copies of Form(s) IAP-66 and/or DS-2019 if the applicant has previously held J-1 visa status.
  - Proof of country of most recent legal permanent residence if this differs from country of citizenship.
  - Official documentation of funding source, terms, amount, and U.S. dollar equivalent if other than or in addition to hospital training stipend.
- 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.

### ADDITIONAL REQUIREMENTS FOR GRADUATES OF LCME-ACCREDITED U.S. OR CANADIAN MEDICAL SCHOOLS

- COPY OF MEDICAL SCHOOL DIPLOMA.** A certified, word-for-word English translation must accompany a non-English document.
- FULL-FACE PASSPORT-SIZE PHOTOGRAPH.** Original photo required, no faxes or photocopies.

*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.*