

**DOCUMENTATION CHECKLIST FOR
CONTINUATION OF ECFMG SPONSORSHIP IN A NON-STANDARD CLINICAL TRAINING PROGRAM**

This checklist outlines the basic documentation and fee required to apply for continued ECFMG sponsorship to participate in a non-standard clinical training program. Such programs must be recognized by the appropriate American Board of Medical Specialties (ABMS) member board and the host institution's Graduate Medical Education Committee (GMEC). ECFMG reserves the right to request the original documents and/or additional documentation. Submission of a complete on-line application requires close coordination between each applicant and the Training Program Liaison (TPL) at the teaching hospital.

ECFMG reserves six to eight weeks from the time all required documentation is received for review and processing. Any deficiencies and/or requests for additional documentation will be communicated directly by ECFMG to the TPL. It is recommended that applicants and/or TPLs retain a copy of all uploaded materials.

STEPS IN THE APPLICATION PROCESS

The application process requires completion of the following steps in the order that they are listed:

1. Through EVNet, TPL submits an on-line appointment profile
2. Through EVNet, TPL uploads the necessary supporting documents for each applicant (Exception: Statement of Need (SoN) must be an original; see below for details)
3. Through OASIS, applicant accepts on-line appointment profile, pays the \$325 administrative/application fee, completes the electronic application, and uploads any documentation (not already submitted by the TPL) needed to complete the application
4. By mail or courier service, Ministry of Health official or applicant submits original SoN (see below for details)

NOTE: All uploaded documents must be in PDF format and must be uploaded one document at a time.

DOCUMENTATION REQUIRED OF ALL APPLICANTS FOR CONTINUED SPONSORSHIP (NON-STANDARD PROGRAMS)

- **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, and must be signed by both the applicant and an appropriate hospital official.
- **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.
<http://www.ecfm.org/evsp/i-644form.pdf>
- **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 www.cbp.gov/I94. 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.
- **TRAINING PROGRAM DESCRIPTION (if entering subspecialty training)**

The training program description must follow the guidelines description, available on the EVSP website at <http://www.ecfm.org/evsp/evspgfpd.pdf>. If the program duration exceeds 12 months, please define the training activities for each year.

- **AMERICAN BOARD OF MEDICAL SPECIALTIES (ABMS) MEMBER BOARD RECOGNITION**

The non-standard discipline/pathway must be recognized by the appropriate ABMS member board as documented in writing by the CEO of that board. A listing of non-standard disciplines currently recognized by ABMS boards for J-1 sponsorship is available at <http://www.ecfm.org/evsp/nonstandard-subspecialty-disciplines.html>. *If the applied-for discipline is not on this list, the application must include a letter of support from the ABMS member board.* See <http://www.abms.org> for contact information. ABMS member board endorsement does not guarantee J-1 sponsorship approval.

- **GRADUATE MEDICAL EDUCATION COMMITTEE (GMEC) ENDORSEMENT & PROGRAM VERIFICATION FORM**

Representatives of the host institution are required to complete the form as directed. The form is available at <http://www.ecfm.org/evsp/evspvergmec.pdf>. (Note: The Program Director's (PD) signature must be from the PD of the ACGME-accredited parent program.)

- **APPLICANT STATEMENT OF EDUCATIONAL OBJECTIVES**

The applicant must outline his/her overall educational objectives as an ECFMG-sponsored J-1 physician and how they relate to future professional activities upon return to his/her home country. This statement must be signed and must detail the proposed training plan and anticipated duration of U.S. training. Applicants are encouraged to disclose both their short-term and long-term training objectives. The statement must be updated with each new sponsorship request.

ADDITIONAL DOCUMENTATION (required if applicable)

- **STATEMENT OF NEED**

A new/updated Statement of Need (SON) is required to apply for sponsorship continuation if *any* of the following apply:

- The applicant is proposing to enter a new subspecialty.
- The letter on file with EVSP will expire prior to or during the proposed training period.
- The letter on file with EVSP is institution-specific and a change in host institution is proposed.

If any of the above criteria apply, ECFMG must receive the **original, official Statement of Need (SoN) issued by the Ministry of Health**. To be accepted by ECFMG, the original SoN must be received in the original, sealed envelope of the Ministry of Health. In addition, the Ministry of Health official issuing the letter must place it in a Ministry of Health envelope and stamp the outside flap with the issuing government seal. The document should be forwarded directly to ECFMG; if the sealed envelope is opened, ECFMG will not accept the SoN. **Electronic or scanned copies of the SoN will not be accepted by ECFMG.**

Sealed Ministry of Health envelopes may either be mailed directly to ECFMG by the Ministry of Health OR the applicant may place the sealed envelope containing the SoN in an air courier envelope and send to: EVSP/ECFMG 3624 Market Street, Philadelphia, PA 19104 USA.

Additionally, the SON must:

- Be issued by the federal / central office of the applicant's country of **most recent legal permanent residence; uploaded copies, scanned, or electronic versions will NOT be accepted by ECFMG**
- Be issued on official Ministry of Health letterhead and addressed to ECFMG
- *Exactly* follow prescribed wording outlined in the U.S. Code of Federal Regulations (CFR) §62.27
- Align with the training specialty / subspecialty being pursued
- Contain the official stamp or seal of the issuing government *and* dated signature of issuing official
- 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)

See the EVSP website at <http://www.ecfm.org/evsp/snletter.htm> for additional information on required SON format and wording. 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.

Any SON that does not meet *all* of the above-specified requirements will not be accepted.

- **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 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 teaching hospital where the training will take place.

- **Outside Organization:** A signed letter 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 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.

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

- **EXCEPTIONAL EXTENSION BEYOND THE MAXIMUM DURATION REQUEST DOCUMENTATION.**

Required if the proposed training program requires an extension of the applicant's sponsorship beyond seven years (the regulatory maximum duration of ECFMG-sponsored clinical training). Such an extension must be reviewed and authorized by the U.S. Department of State (DoS). Detailed information and documentation requirements for applicants seeking exceptional extensions beyond the maximum duration are available on the EVSP website at <http://www.ecfm.org/evsp/evspeememo.pdf>.

- **ADDITIONAL REQUIREMENTS FOR CHIEF RESIDENTS**

In addition to all required items indicated on the checklist, Internal Medicine, Pediatrics and Family Medicine residency programs seeking to enroll a J-1 Chief Resident must submit a program description that follows the Guidelines for Fellowship Program Description provided by ECFMG at <http://www.ecfm.org/evsp/evspgfpd.pdf>. The following goals, objectives, and requirements must be incorporated into the training curriculum:

Goals and Objectives

- Chief resident must be provided with exposure to administrative responsibilities and processes needed to run a residency program including, but not limited to:
 - Effective planning and scheduling of residents and rotations
 - Teaching skills including constructive feedback, supervision, and evaluation of residents
 - Management of adverse action
 - General career and leadership development

Requirements for Participation in Chief Residency Year

- Post-graduate year (PGY) 4 after completion of base residency
- Offered through a competitive selection process
- Reviewed by the residency competency committee on semi-annual basis
- Chief resident is provided with a mentor and serves as a direct report to program director
- Prohibited from billing for services

Further information on Chief Residents is available at <http://www.ecfm.org/evsp/cresmemo.pdf>.

- **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) Visa 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 printed from an on-line source and uploaded with all other required documentation. Time constraints typically prevent EVSP staff from addressing airbills.