



# DOCUMENTATION CHECKLIST

ECFMG®

Exchange Visitor  
Sponsorship Program (EVSP)

## Continuation of Sponsorship in an ACGME-accredited Clinical Training Program

### Application Processing Instructions

The checklist below provides an overview of the basic requirements to apply for continued ECFMG sponsorship to participate in a clinical training program accredited by the Accreditation Council for Graduate Medical Education (ACGME) and/or leading to certification by an American Board of Medical Specialties (ABMS) member board. Note that submission of a complete on-line application requires close coordination between each applicant and the Training Program Liaison (TPL) at the teaching hospital. While ECFMG generally reserves four to six weeks from the time all required documentation is received for review and processing, it is important to note that submission of all required documentation at the same time may significantly shorten processing time. Therefore, applicants and TPLs are encouraged to upload all required documentation on the same day, when possible. 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 a SoN has been received by checking the On-line Applicant Status and Information System (OASIS) regularly.

Any application deficiencies and/or requests for additional documentation will be communicated directly by ECFMG to the TPL via e-mail. Applicants are able to view deficiency letters in OASIS. 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:

1. Through EVNet, TPL submits an on-line appointment profile
2. Through EVNet, TPL uploads the necessary supporting documents for each applicant (With the exception of the SoN; see below for details)
3. Through OASIS, applicant accepts on-line appointment profile, pays the \$370 administrative/application fee, completes the electronic application, and uploads any documentation (not already submitted by the TPL) needed to complete application
4. Electronically or by mail/courier service, Ministry of Health official or applicant submits the 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 Continuing Applicants (ACGME-accredited 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,
- 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. <https://www.ecfmg.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/194](http://www.cbp.gov/194). 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.ecfmg.org/evsp/evspgfpd.pdf>.

## Additional Documentation (required if applicable)

### STATEMENT OF NEED (SoN)

A new/updated SoN is required to apply for sponsorship continuation if *any* of the following criteria 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.

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
- *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.

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 <http://www.ecfmg.org/evsp/snletter.htm>.

### 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.

**\*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.ecfmg.org/evsp/applicants-regulations-supporting-documentation.html> for additional information on the use of shipping labels.

### EXCEPTIONAL EXTENSION BEYOND THE MAXIMUM DURATION REQUEST DOCUMENTATION

Additional documentation and fee are required if the proposed training program will necessitate 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.ecfmg.org/evsp/evspeememo.pdf>.