



DOCUMENTATION CHECKLIST

ECFMG®

Exchange Visitor
Sponsorship Program (EVSP)

Continuation of Sponsorship in Research Scholar/Non-clinical Programs of Observation, Consultation, Teaching, or Research

Application Processing Instructions

The checklist below provides an overview of the basic requirements for applicants seeking continued sponsorship for participation in a research / non-clinical program of observation, consultation, teaching, or research. Note that submission of a complete on-line application requires close coordination between each applicant and the Training Program Liaison (TPL) at the research hospital / institution. 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.

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
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

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

Documentation Required of all Continuing Applicants (research scholar)

CONTRACT OR LETTER OF OFFER

The contract or letter of offer must specify:

- Start and end dates of the research year,
- Research specialty,
- Stipend,
- And must be signed by both the applicant and an appropriate institutional official (to be renewed annually).

RESEARCH FELLOWSHIP PROGRAM DESCRIPTION

The fellowship description must follow the guidelines, available on the EVSP website at <http://www.ecfmg.org/evsp/evspgfrd.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.

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>

PATIENT CONTACT CERTIFICATION STATEMENT FORM

Completed form attesting to the specified level of patient contact (either incidental or no patient contact). Find the Research Scholar "Incidental Patient Contact" Certification Statement form at <https://www.ecfmg.org/evsp/research-scholar-patient-contact.pdf> or the Research Scholar "No Patient Contact" Certification Statement form at <https://www.ecfmg.org/evsp/research-scholar-no-patient-contact.pdf>.

Additional Documentation (required if applicable)

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 researcher *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).**

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.