

J-1 VISA Application Process

J-1 VISA Applications MUST be Coordinated by the Training Program Liaison

- Effective January 1, 2012, all J-1 applications must be initiated by the designated Training Program Liaison (TPL) on-line using the Exchange Visitor Network (EVNet).
 - Diane Bigelow, Director of Graduate Medical Education, is the TPL for our institution.

Letter of Offer

- The Letter of Offer is the document that starts the J-1 process. It must be signed by both the Program Director and the J-1 applicant.
- Program Coordinators will submit the Letter of Offer to the TPL with the notation that this is either a J-1 initial or J-1 continuing applicant.
- The TPL initiates the J-1 application by submitting an on-line application profile for the applicant.
- Sample Short Form Letter of Offer: [Letter of Offer](#)

J-1 Application

- The applicant is notified via email and directed to the OASIS system to accept and complete the application.
- The applicant will pay an administrative application fee (currently \$275) through the OASIS system.

Documentation

- The ECFMG produces a checklist which is used to determine what documentation is required. The documentation checklist is available online to both TPL and applicant.
- At a minimum, the following documentation will be necessary:
 - Letter of Offer, signed by both Program Director and Applicant.
 - Form I-644, Supplementary Statement for Graduate Medical Trainees (for continuing residents).
 - Form I-94 (Arrival/Departure Record), front and back.
 - Fellowship Program Description (if entering subspecialty training).

Documentation, Cont'd

- Additional documentation that may be required, based upon circumstances, include:
 - Statement of Need
 - Required if the applicant proposes to enter a new subspecialty; or
 - The letter on file with EVSP (Exchange Visitor Sponsorship Program) will expire prior to or during the proposed training; or
 - The letter on file with EVSP is institution-specific and a change of institution is proposed.
 - Sample: <http://www.ecfmg.org/evsp/snletter.html>

Documentation, Cont'd

- CV
- Official Documentation of funding source.
 - Required if funding is other than salary provided by the teaching hospital.
- Documentation for Exceptional Extension beyond the maximum duration request.
 - Required if the proposed training program will need VISA extension past seven years. See information at: <http://www.ecfmg.org/evsp/evspeememo.pdf>

Documentation, Cont'd

- The J-1 applicant provides the GME office with the required documentation. The GME office collects the documents, reviews and confirms that the packet is complete, and submits in its entirety to the ECFMG.
- The ECFMG reviews the packet and, if approved, issues a DS2019 which is sent to the TPL. A copy is kept in the GME Office and the original goes to the applicant, via the Program Coordinator. These are never sent directly to the applicant.
- **Please note that the application process may take as much as 7 weeks, or longer, and, therefore, it is imperative that all documentation be submitted in a timely manner.

Non-Standard Training

- Non-Standard Training is a term which indicates there is no ACGME accreditation or ABMS member board certification for the discipline.
- All non-standard disciplines must be endorsed by the appropriate ABMS member board in order to be considered for J-1 sponsorship.
- If appropriate, submit to the GME Office a Non-Standard Training Program Verification Statement, signed by the Program Director of the ACGME-accredited Parent Program.
- <http://www.ecfmg.org/evsp/evspvergmec.pdf>

Training Program Description

- If a detailed program description should be required for any reason, it must follow the format of ECFMG Guidelines.
- <http://www.ecfmg.org/evsp/evspgfpd.pdf>

Initial Applications

- Those who enter the United States on a J-1 Visa for the first time MUST personally report to the GME Office upon their arrival to complete a SEVIS Reporting Form (Validation of Initial Arrival). <http://www.ecfmg.org/evsp/arrival.pdf>
- They must bring with them their most recent I-94, Passport with J-1 visa page, if applicable, and DS-2019 form signed by consular official and stamped by DHS at point of entry.
- 11 days after entry into the US, the J-1 holder is to report to the Social Security Administration to apply for a social security card. The signed Social Security card must be provided to the GME office immediately upon receipt.

Continuing J-1 Visa Status

Those who are continuing on a J-1 Visa must re-apply annually. Their application must include:

- Form I-644: <http://www.ecfm.org/evsp/i-644form.pdf>
- A copy, front and back, of their I-94 (Arrival/Departure Record).
- As with initial applicants, the process starts with the Letter of Offer, to be provided by the Program Coordinator.

- A Glossary of Terms is available at:
<http://www.ecfmng.org/evsp/glossary.html>
- ECFMG forms-memos are located at:
<http://www.ecfmng.org/evsp/forms-memos.html>