

## Continuation of Sponsorship in an ACGME-accredited Training Program or Non-standard Training (NST) Program at an ACGME-recognized Sponsoring Institution



### Application Processing Instructions

The checklist below outlines the basic requirements to apply annually for continued J-1 visa sponsorship to participate in a clinical training program accredited by the Accreditation Council for Graduate Medical Education (ACGME) or NST program at an ACGME-recognized Sponsoring Institution. Note that submission of a complete online application in MyIntealth requires close coordination between each applicant and the Training Program Liaison (TPL) at the teaching hospital. EVSP generally reserves **four to six weeks** from application submission for review and processing.

There is a minimum required set of documents that must be uploaded before an application for sponsorship can be submitted via MyIntealth. These documents are noted below; other documents that also may be required are also listed. Applicants and/or TPLs should retain a copy of all uploaded materials.

If required, EVSP will match the Statement of Need (SoN) received directly from the home country government with the pending application. Copies of the SoN uploaded by applicants or TPLs will not be accepted. Applicants can verify that a SoN has been received by checking MyIntealth. Please allow up to five business days for uploading of SoNs once received by EVSP.

Applicants and TPLs will be notified by email to log in to their MyIntealth account to view any application deficiencies and/or requests for additional documentation. If the application is approved, the Form DS-2019, *Certificate of Eligibility for Exchange Visitor (J-1) Visa Status*, will be made available in MyIntealth no earlier than six months before the start date.

### STEPS IN THE APPLICATION PROCESS

The application process requires completion of the following steps:

1. Through MyIntealth, TPL submits an appointment profile for the upcoming academic year and uploads documents in support of the application
2. Through MyIntealth, applicant accepts the appointment profile, completes the application, including entering a detailed description of **cross-cultural experiences** from the past year, uploads any required documentation not already submitted (with the exception of the SoN), and pays the \$370 application fee
3. Electronically or by mail/courier service, Ministry of Health sends the original SoN directly to EVSP (see below for details)

**NOTE: All documents must be uploaded individually and be in DOCX, GIF, JPG/JPEG, PDF, PNG, or TIFF format.**

### Documentation Required of All Continuing Applicants

#### **CONTRACT OR LETTER OF OFFER\***

The contract or letter of offer must include the following:

- Start and end dates of the training year
- Specialty and, if applicable, subspecialty of the training program/pathway
- Training level
- Stipend
- Signatures of both the applicant and an appropriate hospital official. Note that EVSP cannot accept typed signatures unless accompanied by digital authentication (e.g., DocuSign)

The information in the contract or letter of offer also must match the information in the applicant's appointment profile.

#### **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.ecfm.org/evsp/i-644form.pdf>

#### **FORM I-94 (arrival/departure record)\***

A recent copy of the applicant's latest Form I-94 (not travel history) documenting admission to the United States in J-1 status valid for "Duration of Status - D/S" must be submitted. Copies of electronically issued Form I-94 can be printed from <https://i94.cbp.dhs.gov/>. **The print-out must include the date it was printed and cannot be older than 30 days prior to application submission.**

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.

**\* Document type required to submit an application within MyIntealth.**

## 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 by the Ministry of Health (MOH) of the country of citizenship or most recent legal permanent residence must be sent directly to Intealth from the MOH. 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 citizenship or most recent legal permanent residence
- Be issued on official MOH letterhead and addressed to Intealth
- *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). The translation may be uploaded by the applicant or TPL if not provided by the MOH.

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 <https://www.ecfm.org/evsp/applying-general.html#need>.

### 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 online application. The funds must be in the applicant's name and readily accessible, i.e., in a checking or savings account. Funds in a CD, investment or retirement account are not acceptable. 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.

**Note: 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 (official 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).

### ATTESTATION OF SUPPLEMENTAL CLINICAL ACTIVITY WITHIN THE TRAINING INSTITUTION (if desired and known)

If desired and known at the time of application submission, this form must be completed and signed by the J-1 physician's program director and submitted to Intealth by the TPL prior to the start of any program-authorized supplemental clinical duties for the next academic year. A new form is required for each additional year and associated subsequent activity.

### 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 Intealth-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>.