



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



Documentation Checklist

Application Processing Instructions

The checklist below outlines the basic requirements to apply for initial 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 may also be required are noted farther down. Applicants and/or TPLs should retain a copy of all uploaded materials.

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 and uploads documents in support of the application
2. Through MyIntealth, applicant accepts the appointment profile, completes the application, 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 Initial Applicants

CONTRACT OR LETTER OF OFFER*

The contract or letter of offer must include the following. In addition, the information in the contract or letter of offer must match the information in the applicant's appointment profile.

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

[†] If orientation is paid, orientation dates must be noted in contract or in separate letter.

STATEMENT OF NEED (SON)

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

Continued on the next page →

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 www.ecfmg.org/evsp/applying-general.html#need

STATEMENT OF NEED (SoN) - Continued

- 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.

CURRENT CURRICULUM VITAE (C.V.)*

The C.V. must contain a **complete timeline** of activities from medical school to present day. It must include all educational and professional activities and time off, along with location, in a Month/Year – Month/Year format with no gaps.

* Document type required to submit an application within MyIntealth.

Additional Documentation (required if applicable)

COPY OF PASSPORT NAME PAGE(S)

Possession of a valid passport is required for each applicant for J-1 sponsorship. Any applicant with an expired passport on file in MyIntealth will be required to upload a new, valid passport name page. Similarly, a valid passport name page must be uploaded for each dependent for which J-2 sponsorship is requested.

COPIES OF FORM(S) IAP-66 AND/OR DS-2019

Required if the applicant previously held J-1 visa status.

PROOF OF COUNTRY OF MOST RECENT LEGAL PERMANENT RESIDENCE (LPR)

Required if LPR differs from country of citizenship.

RECENT COPY OF FORM I-94 (ARRIVAL/DEPARTURE RECORD)

Required if applicant is in the United States at the time of application submission to EVSP. 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. 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.

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).

REQUIREMENTS FOR GRADUATES OF LIAISON COMMITTEE ON MEDICAL EDUCATION (LCME)-ACCREDITED U.S. OR CANADIAN MEDICAL SCHOOL PROGRAMS[‡]

- **VERIFICATION OF FINAL MEDICAL SCHOOL DIPLOMA:** Applicants must upload a copy of the final medical diploma, when it is available, for verification (see <https://www.ecfm.org/evsp/applying-checklists.html#uscanada>). A certified, word-for-word English translation must accompany a non-English document.
- **ENGLISH LANGUAGE ATTESTATION FORM:** Required if the applicant is a graduate of an LCME-accredited Canadian medical school and is not ECFMG Certified (see <http://www.ecfm.org/evsp/attestation.pdf>).

Continued on the next page →

REQUIREMENTS FOR GRADUATES OF LIAISON COMMITTEE ON MEDICAL EDUCATION (LCME)-ACCREDITED U.S. OR CANADIAN MEDICAL SCHOOL PROGRAMS[‡] - *Continued*

- **IDENTITY VERIFICATION:** Required if the applicant's identity has not been verified through another Intealth service (see <https://www.ecfm.org/evsp/applying-checklists.html#uscanada>).

‡ For Canadian medical schools, the above applies only to individuals who graduated prior to July 1, 2025. Individuals who graduate from a Canadian medical school after this date must apply for and obtain ECFMG Certification.



CHANGE OF CATEGORY AND PROGRAM TRANSFER REQUEST DOCUMENTATION

Required if the applicant is currently in J-1 status (e.g., J-1 “research scholar”) and plans to seek a change of category and program transfer through the U.S. Department of State (DoS). Detailed information and documentation requirements for applicants seeking a change of category are available on the EVSP website at <http://www.ecfm.org/evsp/evspcocomemo.pdf>.