

## Documentation Checklist

### CONTINUED SPONSORSHIP in an ACGME-Accredited Clinical Training Program

This checklist outlines the basic documentation and fee required 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. ECFMG reserves the right to request the original documents and/or additional documentation. Submission of a complete on-line application requires coordination between each applicant and the Training Program Liaison (TPL) at the teaching hospital.

ECFMG reserves four to six weeks from the time all required documentation is received for review and processing. Any deficiencies and/or requests for additional documentation will be communicated directly by ECFMG to the TPL. 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 in the order listed:

1. TPL submits an online appointment profile through EVNet
2. For each applicant, TPL uploads the Residency Contract through EVNet
3. Through OASIS, the applicant:
  - accepts online appointment profile
  - pays the \$285 administrative/application fee
  - completes the electronic application
  - uploads any additional forms and documentation needed to complete application

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

### Documentation REQUIRED for CONTINUED Sponsorship

- **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, and 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. <http://www.ecfm.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/i94](http://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.

- **TRAINING PROGRAM DESCRIPTION (if entering subspecialty training)** - The training program description must follow the guidelines description, available on the EVSP website at <http://www.ecfm.org/evsp/evspgfpd.pdf>. If the program duration exceeds 12 months, please define the training activities for each year.

#### **Additional Documentation (required if applicable)**

- **STATEMENT OF NEED** - A new/updated Statement of Need is required to apply for sponsorship continuation if *any* of the following apply:
  1. The applicant is proposing to enter a new subspecialty.
  2. The letter on file with EVSP will expire prior to or during the proposed training period.
  3. The letter on file with EVSP is institution-specific and a change in host institution is proposed.

The Statement of Need must be issued by the central office of the Ministry of Health of the country of most recent legal permanent residence; see the EVSP website at <http://www.ecfm.org/evsp/snletter.html> for required format and wording. A certified, word-for-word English translation must accompany a non-English document.

- **OFFICIAL DOCUMENTATION OF FUNDING SOURCE** - Required if source of funding is other than, or in addition to, the salary provided by the teaching hospital where the training will take place. Funding documentation must include confirmation from the official source of the terms and conditions, dates, and amount in U.S. dollars.
- **RETURN AIRBILL FOR EXPEDITED DELIVERY TO THE TPL (optional, but recommended)** - If the 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 the applicant. To expedite delivery, it is recommended that a *prepaid/preaddressed courier service airbill* be printed from an on-line source *and* uploaded with all other required documentation. Time constraints typically prevent EVSP staff from addressing airbills.
- **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.ecfm.org/evsp/evspcocmemo.pdf>.