

Documentation Checklist

INITIAL SPONSORSHIP in an ACGME-Accredited Clinical Training Program

This checklist outlines the basic documentation and fee required to apply for initial 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:

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 INITIAL 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.
- **STATEMENT OF NEED (from the central office of the Ministry of Health of the country of most recent legal permanent residence)** - See the EVSP website at <http://www.ecfmg.org/evsp/snletter.html> for required format and wording. A certified, word-for-word English translation must accompany a non-English document.
- **TRAINING PROGRAM DESCRIPTION (if entering subspecialty training)** - The training program description must follow the guidelines description, available on the EVSP website at <http://www.ecfmg.org/evsp/evspgfpd.pdf>. If the program duration exceeds 12 months, please define the training activities for each year.

- **CURRENT CURRICULUM VITAE (C.V.)** - The C.V. must detail the applicant's education and professional history to date in a month/year to month/year format.
- **COPY OF PASSPORT NAME PAGE(S)** - Submit a copy of the passport name page for the applicant and each dependent.

Additional Documentation (required if applicable)

- **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.
- **COPY OF I-94 CARD (ARRIVAL/DEPARTURE RECORD)** - Required if applicant is in the United States at the time of application 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.
- **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.
- **REQUIREMENTS FOR GRADUATES OF LCME-ACCREDITED U.S. OR CANADIAN MEDICAL SCHOOL PROGRAMS**
 1. **COPY OF MEDICAL SCHOOL DIPLOMA** - A certified, word-for-word English translation must accompany
 2. **FULL-FACE PASSPORT-SIZED PHOTOGRAPH**
- **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/evspcocmemo.pdf>.