



DOCUMENTATION CHECKLIST FOR INITIAL SPONSORSHIP IN AN ACGME-ACCREDITED CLINICAL TRAINING PROGRAM

This checklist outlines the basic documentation requirements to apply for initial ECFMG sponsorship for participation in a clinical training program accredited by the Accreditation Council for Graduate Medical Education (ACGME) or a program leading to certification by an American Board of Medical Specialties (ABMS) member board. Photocopies of documents are acceptable; however, ECFMG reserves the right to request/examine original documents. Submission of a complete application package requires close coordination between the 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 submitted materials. All application materials should be sent to ECFMG in one complete package via fax, mail, or courier service. All documents submitted to ECFMG must be marked clearly with the applicant's USMLE/ECFMG Identification Number.

ECFMG Fax: (215) 386-9766

ECFMG Mailing / Courier Address: ECFMG, EVSP, 3624 Market Street, Philadelphia, PA 19104

STEPS IN THE APPLICATION PROCESS

The application process requires completion of the following steps in the order that they are listed:

1. TPL submits an on-line appointment profile through EVNet.
2. Applicant accepts the on-line appointment profile and completes the electronic application through OASIS.
3. Applicant pays the **\$275 administrative/application fee** through OASIS.
4. The applicant and TPL jointly submit all required documentation listed and detailed below. Supporting documentation submitted prior to completion of steps 1-3 cannot be tracked and may delay application review.

DOCUMENTATION REQUIRED OF ALL INITIAL APPLICANTS (ACGME-ACCREDITED PROGRAMS)

- **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.ecfm.org/evsp/> for required format and wording. A certified, word-for-word English translation must accompany a non-English document.
- **FELLOWSHIP PROGRAM DESCRIPTION (if entering subspecialty training)**
The fellowship description must follow the guidelines in the EVSP *Reference Guide*, available on the EVSP website at <http://www.ecfm.org/evsp/>. 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.
- **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 included with the submitted documentation. Time constraints typically prevent EVSP staff from addressing airbills.
- **REQUIREMENTS FOR GRADUATES OF LCME-ACCREDITED U.S. OR CANADIAN MEDICAL SCHOOL PROGRAMS**
 - **COPY OF MEDICAL SCHOOL DIPLOMA**
A certified, word-for-word English translation must accompany a non-English document.
 - **FULL-FACE PASSPORT-SIZED PHOTOGRAPH**
Original photo required, no faxes or photocopies.
- **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>.