



## **DOCUMENTATION CHECKLIST FOR CONTINUATION OF ECFMG SPONSORSHIP IN A NON-STANDARD CLINICAL TRAINING PROGRAM**

This checklist outlines the basic documentation requirements to apply for continued ECFMG sponsorship for participation in a non-standard clinical training program. Such programs must be recognized by the appropriate American Board of Medical Specialties (ABMS) member board and the host institution's Graduate Medical Education Committee (GMEC). 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 six to eight 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 APPLICANTS FOR CONTINUED SPONSORSHIP (NON-STANDARD 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.
- **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 front and back 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. Form I-94 may be attached to Form I-797, Notice of Action, issued by the U.S. Department of Homeland Security.

- **FELLOWSHIP PROGRAM DESCRIPTION**

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.

- **AMERICAN BOARD OF MEDICAL SPECIALTIES (ABMS) MEMBER BOARD RECOGNITION**

The non-standard discipline/pathway must be recognized by the appropriate ABMS member board as documented in writing by the CEO of that board. A listing of non-standard disciplines currently recognized by ABMS boards for J-1 sponsorship is available at <http://www.ecfm.org/evsp>. *If the applied-for discipline is not on this list, the application must include a letter of support from the ABMS member board.* See <http://www.abms.org> for contact information. ABMS member board endorsement does not guarantee J-1 sponsorship approval.

- **GRADUATE MEDICAL EDUCATION COMMITTEE (GMEC) ENDORSEMENT & PROGRAM VERIFICATION FORM**

Representatives of the host institution are required to complete the form as directed. The form is available at <http://www.ecfm.org/evsp/>. Note: Program Director's (PD) signature must be from the PD of the ACGME-accredited parent program.

- **APPLICANT STATEMENT OF EDUCATIONAL OBJECTIVES**

The applicant must outline his/her overall educational objectives as an ECFMG-sponsored J-1 physician and how they relate to future professional activities upon return to his/her home country. This statement must be signed and must detail the proposed training plan and anticipated duration of U.S. training. Applicants are encouraged to disclose both their short-term and long-term training objectives. The statement must be updated with each new sponsorship request.

**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:

- 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.

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/> 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.

- **EXCEPTIONAL EXTENSION BEYOND THE MAXIMUM DURATION REQUEST DOCUMENTATION.**

Required if the proposed training program requires 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/evspeememo.pdf>.

- **ADDITIONAL REQUIREMENTS FOR CHIEF RESIDENTS**

In addition to all required items indicated on the checklist, Internal Medicine, Pediatrics and Family Medicine residency programs seeking to enroll a J-1 Chief Resident must submit a program description that follows the Guidelines for Fellowship Program Description provided by ECFMG at <http://www.ecfm.org/evsp/evspgfpd.pdf>. The following goals, objectives, and requirements must be incorporated into the training curriculum:

Goals and Objectives

- Chief resident must be provided with exposure to administrative responsibilities and processes needed to run a residency program including, but not limited to:
  - Effective planning and scheduling of residents and rotations
  - Teaching skills including constructive feedback, supervision, and evaluation of residents
  - Management of adverse action
  - General career and leadership development

Requirements for Participation in Chief Residency Year

- Post-graduate year (PGY) 4 after completion of base residency
- Offered through a competitive selection process
- Reviewed by the residency competency committee on semi-annual basis
- Chief resident is provided with a mentor and serves as a direct report to program director
- Prohibited from billing for services

Further information on Chief Residents is available at <http://www.ecfm.org/evsp/cresmemo.pdf>

- **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.