



DOCUMENTATION CHECKLIST



Exchange Visitor
Sponsorship Program (EVSP)

Continuation of Sponsorship to Sit for an ABMS Member Board Examination

Application Processing Instructions

An ECFMG-sponsored exchange visitor physician may apply for a sponsorship extension following completion of clinical graduate medical education (GME) activities if s/he is registered for an examination administered by an American Board of Medical Specialties (ABMS) member board. If approved, sponsorship to sit for an ABMS member board examination extends from the expiration date of the most recent training Form DS-2019 to the last day of the month in which the exam is given, not to exceed a six-month period. ECFMG sponsorship cannot be extended for examinations not administered by one of the ABMS member boards (i.e., specialty board organizations). There is no employment and/or training authorization associated with a sponsorship extension to sit for an ABMS member board examination. Therefore, individuals approved for a board extension cannot continue to train or engage in any work activity.

The checklist below outlines the basic documentation and fee required to apply to ECFMG for sponsorship to sit for an ABMS member board examination. While ECFMG generally reserves four to six weeks from the time all required documentation is received for review and processing, it is important to note that submission of all required documentation at the same time may significantly shorten processing time. Therefore, applicants are encouraged to upload all required documentation on the same day, when possible.

STEPS IN THE APPLICATION PROCESS:

The application process requires completion of the following steps:

1. Exchange visitor applicant submits an on-line board extension application through OASIS.
2. Applicant pays the \$340 administrative/application fee through OASIS.
3. Applicant uploads supporting documentation as PDF files in support of the board application.

Documentation Required of all Continuing Applicants (ABMS member board exam)

PROOF OF REGISTRATION FOR EXAMINATION

The applicant must document registration for an ABMS member board examination.

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. <https://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. 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.

DOCUMENTATION OF FUNDING

Because there is no training or employment authorization during an extension to sit for a board examination, the applicant must document that s/he has adequate personal funds available. 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). Submission of a letter signed by a bank official or a copy of a bank statement confirming the (self) funding amount specified in the on-line application is 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.

RETURN SHIPPING LABEL FOR EXPEDITED DELIVERY TO THE APPLICANT (optional, but recommended)

If an application is approved, ECFMG will issue Form DS-2019, *Certificate of Eligibility for Exchange Visitor (J-1) Visa Status*, to the applicant via first-class U.S. mail. For expedited and trackable delivery, applicants must upload a prepaid/preaddressed courier service shipping label at the time of application (prior to application review by EVSP). EVSP staff cannot complete a shipping label on behalf of an applicant or institution. See <https://www.ecfm.org/evsp/applicants-regulations-supporting-documentation.html> for additional information on the use of shipping labels.

Board Extensions Over Seven Years

If the proposed board extension will extend the applicant's total duration of ECFMG sponsorship beyond the regulatory maximum duration of seven years, the following additional documentation is required. (Note that any request for an extension of sponsorship beyond seven years requires review and approval from the U.S. Department of State.)

U.S. DEPARTMENT OF STATE FEE OF \$367

The \$367 DoS review fee is separate from and required in addition to all ECFMG fees. The DoS fee should be paid through OASIS. ECFMG will, in turn, submit payment to DoS on behalf of the applicant.