Application Processing Instructions

The checklist below provides an overview of the basic requirements for applicants seeking sponsorship for participation in a research / non-clinical program of observation, consultation, teaching, or research. Note that submission of a complete on-line application requires close coordination between each applicant and the Training Program Liaison (TPL) at the research hospital / institution. 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 and TPLs are encouraged to upload all required documentation on the same day, when possible. Note also that EVSP will match the original Statement of Need (SoN) received from the home country government with the pending application. Applicants can verify that a SoN has been received by checking the On-line Applicant Status and Information System (OASIS) regularly.

Any application deficiencies and/or requests for additional documentation will be communicated directly by ECFMG to the TPL via e-mail. Applicants are able to view deficiency letters in OASIS. 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. Through EVNet, TPL submits an on-line appointment profile
2. Through EVNet, TPL uploads the necessary supporting documents for each applicant (Exception: SoN must be an original; see below for details)
3. Through OASIS, applicant accepts on-line appointment profile, pays the $350 administrative/application fee, completes the electronic application, and uploads any documentation (not already submitted by the TPL) needed to complete application
4. By mail or courier service, Ministry of Health official or applicant submits the original SoN (see below for details)

Note: All uploaded documents must be in PDF format and must be uploaded one document at a time.

Documentation Required of all Initial Applicants (research scholar)

• CONTRACT OR LETTER OF OFFER
  The contract or letter of offer must specify:
  • Start and end dates of the research year,
  • Research specialty,
  • Stipend,
  • And must be signed by both the applicant and an appropriate institutional official (to be renewed annually).

• RESEARCH FELLOWSHIP PROGRAM DESCRIPTION

• CURRENT CURRICULUM VITAE (C.V.)
  The C.V. must detail a complete timeline of activities from the time of medical school graduation onward. Include education, profession, and time off in a month/year to month/year format.

• PATIENT CONTACT CERTIFICATION STATEMENT
  Official certification regarding level of patient contact (either incidental or no patient contact). See Certification Statements below.

• COPY OF MEDICAL SCHOOL DIPLOMA
  A certified, word-for-word English translation must accompany a non-English document.
Submit a copy of the passport name page for the applicant and each dependent.

Uploaded as JPG.

Additional Documentation (required if applicable)

- **ENGLISH LANGUAGE PROFICIENCY ATTESTATION FORM**
  Required if English is not the applicant’s first language and the applicant is not ECFMG certified. The attestation form is available on the EVSP website at [http://www.ecfmg.org/evsp/attestation.pdf](http://www.ecfmg.org/evsp/attestation.pdf).

- **EVIDENCE OF FAMILY RELATIONSHIP (marriage/birth/adoption certificate)**
  Required if requesting J-2 dependent sponsorship for a spouse and/or an unmarried minor child. If not in English, the certificate(s) must include a certified, word-for-word English translation(s).

- **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 FORM I-94 (arrival/departure record)**
  Required if applicant is in the United States at the time of application submission 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.

- **OFFICIAL DOCUMENTATION OF FUNDING SOURCE**
  Provides proof of funding by the organization paying the researcher directly or confirmation of the applicant’s personal funds if the source of funding is other than, or in addition to, the salary provided by the hospital or institution where the training will take place.
  
  - **Outside Organization:** A signed letter, on organizational letterhead, from an official of the organization providing direct funding to the applicant. The letter must include the terms and conditions, dates, and amount in U.S. dollars.
  
  - **Personal Funds:** Submission of a letter signed by a bank official or a copy of a bank statement on letterhead confirming the (self) funding amount specified in the on-line application. 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.

  *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).*

- **RETURN SHIPPING LABEL FOR EXPEDITED DELIVERY TO THE TPL (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 TPL via first-class U.S. mail. ECFMG is not authorized to release the Form DS-2019 directly to an applicant. For expedited and trackable delivery, applicants must upload a prepaid/preadressed 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.ecfmg.org/evsp/applicants-regulations-supporting-documentation.html](https://www.ecfmg.org/evsp/applicants-regulations-supporting-documentation.html) for additional information on the use of shipping labels.
CERTIFICATION STATEMENT: INCIDENTAL PATIENT CONTACT

Programs with patient contact incidental to the activities of observation, consultation, teaching, or research must be affiliated with a U.S. medical school program that is accredited by the Liaison Committee on Medical Education (LCME). The dean of the affiliated medical school or his/her official designee is required to certify to the following five-point statement. The dean must provide signed documentation of appointment of his/her designee.

1. The program in which Dr. (applicant's name) will participate is predominantly involved with observation, consultation, teaching, or research.
2. Any incidental patient contact involving the alien physician will be under the direct supervision of a physician who is a U.S. citizen or resident alien and who is licensed to practice medicine in the State of (state in which the training institution is located).
3. The alien physician will not be given final responsibility for the diagnosis and treatment of patients.
4. Any activities of the alien physician will conform fully with the State licensing requirements and regulations for medical and health care professionals in the State in which the alien physician is pursuing the program.
5. Any experience gained in this program will not be creditable toward any clinical requirements for medical specialty board certification.

CERTIFICATION STATEMENT: NO PATIENT CONTACT

The program director/mentor of the research program is required to include the following certification statement.

“This certifies that the program in which Dr. (applicant's name) is to be engaged is solely for the purpose of observation, consultation, teaching, or research, and that no element of patient care services is involved.”