

**Loyola University Medical Center
Graduate Medical Education**

**Initial Sponsorship Process
J-1 Visa**

The process of obtaining an initial J-1 visa sponsorship can be a long and sometimes confusing process. To help trainees better understand this process along with what their responsibilities entail we have created the following step by step document for your review.

If you have any questions regarding this process please contact your program coordinator or the TPL listed below.

1. The first step to start the J-1 visa sponsorship process starts with the trainee. Trainees must submit their initial application supporting documents (found on this checklist <http://www.ecfm.org/evsp/initial-accredited.pdf>) under “Documentation Required of All Initial Applicants”: to their program coordinator with their other documents that are required in early April.
2. Upon receipt of a trainees initial application supporting documents, the program coordinator will deliver these materials to the Loyola University Medical Center’s Training Program Liaison (TPL), Jory Eaton.
 - Each teaching hospital designates a TPL to serve as the official representative to communicate with ECFMG about J-1 visa sponsorship
 - Jory Eaton, TPL, Graduate Medical Education 708-216-3145
3. The TPL will then submit an on-line appointment profile through the Exchange Visitor Network system (EVNet) and upload all the necessary supporting documents
4. Once the TPL initiates the J-1 visa sponsorship application in EVNet by submitting official training appointment profile details, individual J-1 applicants are directed by e-mail to complete their portion of the on-line application in the “J-1 Visa Sponsorship” section of the On-line Applicant Status and Information System (OASIS)
 - An applicant is unable to take any action in the application process until the TPL submits an appointment profile in EVNet on his/her behalf.
 - Since individual applicants are sent e-mail notification once an on-line application has been submitted by a TPL it is imperative that all applicants maintain a current, active e-mail address in OASIS
5. Through OASIS, trainees will accept the on-line appointment profile, pay the administrative/application fee, complete the electronic application, and upload any other required supporting documentation not uploaded by the TPL.

- Through OASIS, trainees are able to track the status of their pending application
6. Once the TPL and the applicant have submitted the required information and uploaded all required supporting documentation, ECFMG will proceed with the evaluation of the J-1 sponsorship application.
 - Upon receipt of an on-line sponsorship application and supporting documentation, EVSP reserves the processing time of four to six weeks for applicants in ACGME-accredited training programs
 - Please note, ECFMG will communicate directly with the TPL regarding any application deficiency and/or requests for additional documentation.
 7. Once sponsorship is approved, the original Form DS-2019 is mailed to the TPL for distribution to the J-1 physician
 8. The TPL will create a PDF of the DS-2019 form and email it to the trainee. The trainee will also be asked to provide the address where the original DS-2019 form should be mailed.
 9. The TPL will then mail, via UPS or FED EX, the DS-2019 form to the trainee
 10. Upon receipt of the PDF version of the DS-2019, the trainee can contact a US Embassy or Consulate to make an appointment to apply for a J-1 visa stamp.
 - To make an appointment, the trainee will need the number listed in the top right corner their DS-2019 form (this number begins with the letter n)
 - Processing procedures and required time frames vary by post. See <http://usembassy.state.gov/> for website links to US Embassies and Consulates.
 - Trainees are expected to apply in their home country (i.e., country of last legal permanent residence).
 - Be sure to make the appointment for a week or two later as the trainee is required to bring the original DS-2019 form to this appointment
 11. Approved applications result in the Embassy or Consulate issuing a J-1 visa stamp in the physician's passport
 12. Trainees may enter the United States **no more than 30 days prior** to the start of the training program
 - It is strongly encouraged that trainees enter the US **as soon as possible** in order to begin the application process for a social security number
 - Trainees cannot begin the training program until they have been issued a social security number
 13. Upon arrival to the US, the physician must present the J-1 visa stamp to the Department of Homeland Security/Customs Boarder Protection (DHS/CBP) Officer at the airport

14. If everything is in order, the DHS/CBP Officer will have a CBP admission stamp placed in their passports reflecting their date of admission, class of admission, and the date that the traveler is admitted until.
 - This admission stamp is now used in place of the paper I-94 form upon entry to the US
 - Travelers will receive on arrival a flier alerting them to go to www.CBP.gov/I94 for their admission record information
 - This information will be needed to verify immigration status or employment authorization
 - ECFMG recommends that, upon arrival to the United States, trainees print off multiple copies of their admission record information for themselves and any accompanying J-2 dependents. These are needed for not only ECFMG initial validation, but may also be required for other U.S.-based applications (i.e., Department of Motor Vehicles).

15. Upon arrival to the US, the trainee must report to the Loyola GME office for validation of initial arrival
 - This must occur on the same day **or** the next business upon arrival
 - The GME office is located at 2160 S. First Avenue, Building 105, Suite 2840A, Maywood, IL 60153
 - Business hours are from 8:30 am - 5:00pm
 - ***PLEASE NOTE – the GME office is a fragrance free area. No perfume or cologne can be worn when traveling to the GME office***
 - The trainee must bring the following documents
 - Passport
 - A copy of your admission record – printed from www.CBP.gov/I94
 - Local address and telephone number
 - If the trainee has not secured local housing, a hotel or friends address will suffice

16. The trainee then works with the TPL to complete the ‘Validation of Initial Arrival’ form

17. The TPL submits the completed form to ECFMG through EVNET

18. Upon receipt of the completed and signed ‘Validation of Initial Arrival’ form and supporting documents, ECFMG will validate the electronic SEVIS record of the trainee.
 - Trainees can not apply for a U.S. Social Security Number/Card until ECFMG validates their SEVIS record.
 - Applying for a Social Security Number prior to SEVIS validation **will delay issuance of the number.**

19. Upon validation in SEVIS trainees can apply for a social security number
 - Trainees are strongly encouraged to apply at the Hillside Social Security Office:
 - Social Security Office for Hillside, IL
230 NORTH MANNHEIM RD
HILLSIDE, IL 60162
 - Trainees must bring their completed application for social security number, Letter of Offer and GME Agreement
 - Application for a SSN: <http://www.ssa.gov/online/ss-5.pdf>
20. Applications for Social Security numbers take a few days to process – trainees are urged to go back to Hillside office within 3-4 days to check on the status of their SSN
21. Once a SSN has been issued, the trainee **must** ask for a receipt of their number.
22. Upon receiving this receipt the trainee must contact their coordinator immediately to notify them of their social security number

Additional Information

Each year, J-1 visa holders will have to complete an application for continuing a J-1 Visa status. Your program coordinator will contact you around January of each year to begin this process.

If you travel outside of the US with a J-1 visa there is very important information of which you must be aware. Information regarding travel can be found on the ECFMG website: <http://www.ecfm.org/evsp/travel-index.html>

Traveling with a J-1 Visa as a PGY1

1. Complete and sign the 'Request for Duplicate Form DS-2019 for Travel' form – attached
 - a. You may choose to have your DS-2019 form mailed (via USPS) directly to your home or to the GME office at the following address:
Jory Eaton
Loyola University Medical Center
Building 105, Suite 2800
2160 S. First Avenue, Building 102 Room 2649
Maywood, IL 60153
2. Bring the completed form to the GME office (Maguire Building 105, Suite 2800)
3. The TPL and will submit the form to ECFMG.

4. If you decided to send your form to the GME office – the TPL will contact you when it arrives
5. Please also be sure to review the travel information section on the ECGMG website : <http://www.ecfm.org/evsp/travel-index.html>
6. Request a Letter of Good Standing or Letter of Offer and a copy of your GME agreement from your program coordinator by no later than two weeks prior to your travel
7. When you travel – be sure to bring your passport, letter of good standing/letter of offer and the copy of your GME agreement

Please be sure to start this process no later than six weeks prior to your travel