In this policy the term “resident” refers to both specialty residents and subspecialty fellows.

Purpose:
Consistent with our mission to educate physicians for a leadership role in clinical and academic medicine as well as to protect, improve and maintain the health of our patients, we adopt this policy and procedure setting standards for admissions of all International Medical Graduates (IMG) at the University of Colorado School of Medicine (CU SOM), Graduate Medical Education (GME) program.

Policy:
The GME website has a document called, “Comparing J-1 Exchange Visitor, H-1B Specialty Occupation, E-3 Specialty Occupation, and O-1 Nonimmigrant Visa Statues for Residents and Clinical Fellows” that was created by the International Students and Scholars Services (ISSS) and Graduate Medical Education (GME) to help Departments decide what type of Visa they will accept. This document is located on the GME website under Program Director and Coordinators, Policies and Procedures, GME Procedures "VISA Comparison Informational Document". Please contact the Training Program Liaison (TPL) 303/724-6028 for information on a J-1 Visa and ISSS for information on other visa options before making any promise to a prospective international resident that the University will support a particular visa type. There is important information on time limits with all visas which CU SOM and ISSS will need to review on a case-by-case basis.

Definitions
International Medical Graduate (IMG) – a physician who received his/her basic medical degree or qualification from a medical school located outside of the United States and Canada. The location of the medical school, not the citizenship of the physician determines whether the graduate is an IMG. This means that Canadian citizens who graduate from medical schools located outside the United States and Canada are considered IMGs and must be certified by ECFMG.

A list of pertinent definitions can be found on the ECFMG website: www.ecfmg.org/evsp/glossary.html

Primary GME Staff Responsible: Assistant Program Director Administration and Finance, Training Program Liaison

Process:
C:\Users\glovera\Desktop\2018-03-15 Visas - International Medical Graduates (IMGs) into a GME Program - Policy final.doc
J-1 Visa Sponsorship – Initial and Continuation of Sponsorship in an ACGME-Accredited Clinical Training Program

1. Application and Supporting Documentation Instructions – The application process requires completion of each of the following steps in the order listed below:
   a. Program provides GME TPL with Letter of Offer. Program name must match program name exactly as indicated on the Accreditation Council for Graduate Medical Education (ACGME) website www.acgme.org
   b. When letter is approved by TPL the program will send to the applicant to sign and return to GME.
   c. The TPL submits an on-line appointment profile through EVNet.
   d. Applicant accepts the on-line appointment profile and completes his/her portion of the application on-line using OASIS (NOTE: An email from ECFMG will be sent directly to the applicant with specific instructions and/or checklist).
   e. Applicant pays administrative/application fee on-line using OASIS. (A list of fees can be found on the ECFMG website www.ecfmg.org)
   f. ECFMG will communicate directly with the TPL regarding any application deficiency and/or requests for additional documentation.

2. Once sponsorship is approved, the original Form DS-2019 is mailed to the TPL via United States Postal Service, first class mail for distribution to the applicant. If courier service is preferred, the TPL must provide ECFMG with a pre-paid/pre-addressed air bill including department’s billing account number.

3. Upon receipt of an on-line sponsorship application and supporting documentation, Exchange Visitor Sponsorship Program (EVSP) reserves the following timeframes for review and processing:
   a. Four to six weeks for ACGME-accredited training programs
   b. Six to eight weeks for non-standard training programs

Processing of DS-2019 received from ECFMG and New Resident Documents:

1. Distribution of DS-2019 – Within 24 hours of receipt of the DS-2019, the TPL will contact the applicant and coordinate distribution/pick-up of the DS-2019. If the applicant is outside of the U.S., the TPL will send the DS-2019 to the applicant via express mail. A pre-addressed envelope for returning a signed copy to the GME office will also be sent to the applicant or the program may supply a Fed Ex account number to overnight DS-2019 to the applicant.

2. Applicant applies for J-1 visa status. Once EVSP issues Form DS-2019 for sponsorship; the applicant has two options by which to obtain J-1 status.
   a. If the applicant is in the United States in a visa status other than “J-1” s/he may apply for a change of status through USCIS by filing Form I-539 (see the USCIS website at http://www.uscis.gov )
b. If the applicant is physically present outside the United States s/he may use the Form DS-2019 to schedule an appointment with the U.S. embassy or consulate in their home country to apply for a J-1 visa and then enter the United States in J-1 visa status. Applicants should contact embassies and consulates directly for information on the application process and processing times. Processing instructions are provided by ECFMG with the DS-2019 sent to the applicant.

3. The GME TPL will make a copy of the DS-2019 and keep in the resident’s file until the signed form is received. A copy of the signed form is sent to the following:
   a. Program Coordinator
   b. Human Resources
   c. ISSS

4. The GME TPL will notify the program coordinator when the DS-2019 is received. The program coordinator is responsible for ensuring all program related responsibilities (licensure, ID badges, etc.) are completed in a timely manner. Most applicants will not have a social security number when they begin training. If this is the case, do not put anything in the social security number blanks on these forms at this time.

5. Applicant must contact and meet with the following individuals upon arrival:
   a. The GME TPL to set-up an appointment to:
      i. Complete the “Validation of Initial Arrival of ECFMG Sponsored J-1 Physicians for SEVIS Reporting” form. (ECFMG website only for J-1’s on initial status)
      ii. Submit most recent copy of Form I-94 Arrival/Departure record, or Form I-797. Form I-94 can be downloaded from www.cbp.gov/I94
      iii. Submit a copy of the J-1 visa page from the passport (if applicable)
      iv. Submit a copy of stamped and signed DS-2019
      v. Complete I-9 Form and Affirmation of Legal Work Status Form
   b. International Tax office – https://www.cusys.edu/employee-services scroll to the bottom of the page and click on “International Tax”; click on “online scheduling system”

6. Apply for a social security card if s/he does not already have one. Once the applicant has arrived and “Validation of Initial Arrival” form has been submitted, s/he must obtain a social security card by completing the appropriate paper work from the Social Security Administration Office. S/he will need to wait 10 business days from the time the Validation form has been submitted before applying for a social security card. SEVIS must validated arrival and the information entered into SAVE before the Social Security Office will be able to process the paper work. More information on how to obtain a social security card can be obtained by visiting their website at http://www.ssa.gov/
a. ISSS can assist with problems with obtaining a social security number, Colorado driver’s license application, or any other issues related to being an International working in the US.

Miscellaneous Information

1. Funding
   a. If not using usual GME funding source (hospital, department, grant, etc.) then:
      i. Department must agree to cover funding if outside funding source does not pay the same stipend as other residents at the same PGY level or if funding source quits paying.
      ii. If funds are to be transferred to the University - Official documentation of funding source must include confirmation from the official source of the terms and conditions, dates, and amount in U.S. dollars. A certified, word-for-word English translation must accompany a non-English document. Applicant must provide the Assistant Program Director for Administration and Finance with the contact information for the official source of funding in order to coordinate the transfer of the funds to the CU SOM GME office.

2. Proof of Health Insurance: which at a minimum meets the following ECFMG requirements:
   a. Mandatory insurance requirements: Federal Regulations require that Exchange Visitors and dependents obtain health, accident, medical evacuation and repatriation of remains insurance. Insurance must provide the following coverage:
      i. Medical benefits of at least $100,000.00 per accident or illness
      ii. Deductible that does not exceed $500.00 per accident or illness
      iii. Co-insurance paid by J-1 not to exceed 25% of covered benefits per accident or illness
      iv. Minimum repatriation of remains in the amount of $25,000.00
      v. Minimum medical evacuation expenses in the amount of $50,000.00

REMEMBER: J-1 physicians are responsible to ensure that they and their J-2 dependents have health and accident insurance that, at minimum, meets requirements #1, #2, and #3 above. ECFMG provides medical evacuation and repatriation of remains insurances, #4 and #5, to all J-1 physicians and J-2 dependents under its sponsorship, which becomes effective on the start date indicated on the DS-2019. If resident is funded through GME the insurance (1-3) is provided as a benefit of the training program.

All residents and fellows in a CU GME training program must show proof of other health insurance if waiving the CU GME Health Benefits Plan.

3. International travel is discouraged during Training Program.
   a. Why?
      If the J-1 physician departs the United States with an expired visa stamp in the passport, visa renewal will be required to re-enter the United States. The visa application process may involve lengthy security clearances, etc., and J-1 renewal cannot be guaranteed.
b. If the J-1 Physician MUST Travel:
   i. Discuss contract conditions with program – delay, failure to return, etc.
   ii. Make sure the DS-2019 has travel authorization signature, if it doesn’t
       request a replacement DS-2019 (form name: Request for Duplicate
       Form DS-2019)
   iii. “Letter of Good Standing”

Canadian Applicants

1. Graduates of LCME accredited Canadian Medical Schools can apply for a J-1 visa. In
   lieu of the ECFMG certificate they submit a copy of the medical school diploma.

2. LMCC or MCCQE can be used in place of USMLE.

Requesting a program to be added to TPL list of programs:

1. ACGME Accredited program
   a. info@ecfmg.org
      i. Name of program
      ii. Program ACGME ID # (found in MedHub Program List)
      iii. Sponsoring institution id
         1. University of Colorado #07-0313

2. Non-Accredited program
   a. Check ECFMG website to see if the program is on the list of approved
      programs.
   b. Complete form “Request to Add a Non-Standard Training Program to EVNet”
      follow directions on form.

University of Colorado Sponsoring Institution ACGME ID #07-0313
Primary Site # Anschutz Medical Campus #07-8022