



MEMORANDUM

Date:

From: Christy Illig, ECFMG Training Program Liaison

CC: Program Director, Education Manager, Human Resources, Program Coordinator

RE: Arrival of Form DS-2019: Certificate of Eligibility for Exchange Visitor (J-1) Status

The following items are included with your DS-2019:

- **DS-2019 COVER LETTER:** In addition to the DS-2019, you will also find a cover letter that outlines your responsibilities as a J-1 visa holder. You are expected to know and follow this information during your time at the University of Minnesota while on a J-1 visa sponsored by ECFMG.
- **ADDITIONAL INFORMATION FROM ECFMG:** The following memos from ECFMG are included with your DS-2019:
 1. Repatriation of Remains and Medical Evacuation Insurance
 2. Sponsorship Continuation Form DS-2019 Processing Instructions (also available online: http://www.ecfmq.org/evsp/SEVIS_cont.pdf)
 3. **Review your DS-2019 for accuracy (e.g. make sure your name is spelled correctly, your date of birth and city/country of birth are correct, training program site, etc.). If you find any errors, let us know right away.**

Review this information as soon as possible; you will need to make an appointment with Central Payroll to update your Form I-9 for the upcoming academic year:

- **PAYROLL PROCESSING INSTRUCTIONS:** This memo includes helpful information that you will need to update your Form I-9 with Central Payroll. Any questions on this process can be directed to your Department Payroll Contact (ask Program Coordinator for name/phone/email address). **The Form DS-2019 is renewed annually, so the physician must complete an updated Form I-9 (Employment Authorization) every year to remain on payroll.** This memo is also available online: <http://z.umn.edu/j1payroll>

Please let us know if you have any questions. Thank you!



UNIVERSITY OF MINNESOTA

Twin Cities Campus

*Graduate Medical Education
Administrative Offices*

*G254 Mayo Memorial Building
Mayo Mail Code 293
420 Delaware Street SE
Minneapolis, Minnesota 55455
Medical School
Office: 612-625-7634
Fax: 612-624-0150
www.med.umn.edu/gme*

<<DATE>>

Congratulations on your continuing appointment at the University of Minnesota! We look forward to further developing your medical career while you are training with us.

The purpose of this letter is to inform you about how to best maintain lawful J-1 visa status for your upcoming year of training, which is written on your Residency Agreement. As a J-1 visa holder, you are subject to further responsibilities for maintaining lawful J-1 visa status. Maintaining lawful J-1 visa status is your personal responsibility, and the Graduate Medical Education (GME) office, in cooperation with your program, will assist you in adhering to these regulations.

Your responsibilities as a J-1 visa holder are as follows:

1. **Maintain Valid J-1 Visa Status and Obtain Proper Work Authorization:** As a J-1 visa holder, this is done through possession of a valid Form DS-2019 for the upcoming training year, as well as the Form I-94 (electronic form OR card stapled in your passport, depending on your entry point into the U.S.) with "Duration of Status D/S" written on it. This must be done PRIOR to your anticipated start date, as indicated on your Agreement. Failure to obtain lawful J-1 visa status by your anticipated start date may result in termination of the Residency Agreement. Please note:
 - a. If the Form I-94 has an expiration date written, you will need to obtain a new Form I-94;
 - b. J-1 Visa Passport Stamp does NOT need to be renewed each year; the J-1 Visa Passport Stamp **only** matters when the trainee is returning back to the United States from abroad;
 - c. If you misplace/lose your Form DS-2019 at any point, contact the ECFMG Training Program Liaison immediately so that a new Form DS-2019 can be requested from ECFMG (see contact information at the end of this letter).
2. **Notify GME of Changes to your Training Specifics:** ECFMG **must** be notified of any proposed changes to your training specifics (i.e. training dates, training level, etc.), as they will then need to update your information in SEVIS and issue a new DS-2019 any time there is a change. As it is your responsibility to maintain lawful J-1 visa status, you are required to notify the ECFMG Training Program Liaison (see contact information at end of this letter) when you experience a change to your training specifics for any reason **BEFORE OR AS SOON AS THEY OCCUR**, such as:
 - a. **Off-Site Rotation/Elective:** This requires notification to ECFMG when a J-1 trainee is training at sites that are not listed as participating sites on ACGME.
 - b. **Leave of Absence (Maternity/Paternity Leave, Medical Leave, etc.)**

1. Will require a new Offer Letter/Contract and other documentation for ECFMG
 2. Notify the ECFMG Training Program Liaison BEFORE or IMMEDIATELY upon taking a Leave of Absence!
- c. Extending Training
1. Will require a new Offer Letter/Contract and other documentation for ECFMG
 2. Notify the ECFMG Training Program Liaison immediately upon knowledge of the extension requirement
- d. Physician resignation or dismissal from Training Program
1. Notify the ECFMG Training Program Liaison before departure from the program, as she must notify ECFMG before your departure date.
- e. Remediation
- f. Incident or Allegation

All ECFMG required notification forms can be found on ECFMG's website at www.ecfm.org/evsp/forms-memos.html

3. International Travel: ECFMG strongly discourages J-1 visa holders from international travel once J-1 visa status is obtained (see ECFMG website: <http://www.ecfm.org/evsp/travel.html>). ECFMG will not extend a physician's training due to travel-related delays, so it is highly recommended that only essential international travel be encouraged.

The University of Minnesota supports ECFMG's stance on international travel, and as such, all J-1 visa holders **MUST** notify the ECFMG Training Program Liaison at least **60 days prior to international travel** to ensure that all proper documentation is in order before your departure. The ECFMG Training Program Liaison will then notify your Program Coordinator and Program Director of the intended travel, so that they can address any scheduling concerns related to your travel.

If you must travel internationally, please e-mail the Training Program Liaison with the following information at least 60 days prior to your departure date:

- a. Travel destination(s)
- b. Departure and return dates
- c. Current J-1 Visa Stamp expiration date
 - i. NOTE: if the stamp is expired, or set to expire while you are out of the country, you **MUST** obtain a new J-1 visa stamp from the embassy/consulate before returning to the U.S.
- d. Expected return date to training program
- e. Verification of Travel Authorized Form DS-2019
 - ii. Signed in bottom right corner by ECFMG—valid for one year from signature date; if expired, will need to request new DS-2019 via ECFMG TPL before traveling internationally

Additional information on maintaining lawful J-1 visa status can also be found on the ECFMG website: <http://www.ecfm.org/evsp>.

It is through these simple steps that you can successfully maintain J-1 visa status during the duration of your training at the University of Minnesota. Please do not hesitate to contact me if you have any questions about your visa status. I look forward to supporting your success during your time here at the University of Minnesota.

Sincerely,

Christy Illig

ECFMG Training Program Liaison

Office of Graduate Medical Education, University of Minnesota

e-mail: gme@umn.edu



How J-1 Visa Holders Get on Payroll

All J-1 visa holders must complete a new Form I-9 Employment Authorization **each year** upon receipt of a new Form DS-2019 through ECFMG. **Failure to complete a new Form I-9 annually will result in paycheck delays.**

Process

1. The J-1 visa holder must submit a J-1 visa application and be issued a Form DS-2019 through ECFMG each year that he/she is sponsored at the University of Minnesota. More information on the application process can be found on the [GME J-1 Application Process webpage](#).
2. Once the Form DS-2019 has been received by the J-1 visa holder, he/she must proceed with the payroll process. If the J-1 visa holder does not already have a Social Security Number (SSN), he/she must apply for a SSN. Please visit this link for information on where to find the local Social Security Administration Office, instructions, etc.: <http://www.ssa.gov/ssnumber/>
 - a. INITIAL J-1 Visa Holders: You cannot apply for a SSN until your "[Validation of Initial Arrival](#)" paperwork has been submitted to ECFMG. Please note that it takes up to 10 business days for the paperwork to be processed by ECFMG. **You must submit the "Validation of Initial Arrival" paperwork to the ECFMG Training Program Liaison as soon as you arrive to the United States.** Please plan on arriving at least 10 days prior to your program start date to allow enough time for processing the "Validation of Initial Arrival" paperwork, finding housing, etc.
3. Once a SSN has been applied for, or if the J-1 visa holder already has a SSN, then the J-1 visa holder must complete the Form I-9 Employment Authorization. Information on the process and what documents to bring to complete the Form I-9 can be found on the Office of Human Resources website: <http://www1.umn.edu/ohr/payroll/international/i9/index.html>. **The J-1 visa holder must proceed to the Donhowe Building in person to complete the I-9 form.**

Payroll Services
[Donhowe Building Room B20](#)
319 15th Avenue SE
Minneapolis, MN 55455
Phone: 612-624-8647

Call in advance to make an appointment. Hours: M-F 8:30am-3:45pm

4. After completing the Form I-9 Employment Authorization, Payroll Services will issue the J-1 visa holder a receipt. The J-1 visa holder must then bring this receipt back to their department HR representative (or designee) to serve as proof that the Form I-9 has been completed. Please contact your Program Coordinator if you do not know where to bring your yellow receipt.
 - a. **The J-1 visa holder must also present either the SSN card or proof of application for a SSN card to the department HR representative.** Bring this documentation with you when you present the yellow receipt to your department HR representative.



5. Any further steps in the process are determined by your department HR representative (or designee).

Helpful Links

- Office of Human Resources, Payroll Administration, International Students, Scholars and Visitors: <http://www1.umn.edu/ohr/payroll/international/index.html>
- ECFMG J-1 Visa Application Materials: <http://www.ecfmq.org/evsp/application-online.html>
- Social Security Administration (how to get a SSN): <http://www.ssa.gov/ssnumber/>

Questions

- Payroll Services: payroll@umn.edu or 612-624-8647