



MEMORANDUM

Date: DATE
From: Christy Illig, ECFMG Training Program Liaison
RE: Arrival of Form DS-2019: Certificate of Eligibility for Exchange Visitor (J-1) Status

The supporting documents provided by ECFMG include:

- Processing instructions to obtain J-1 visa status (also available online: http://www.ecfm.org/evsp/SEVIS_init.pdf)
- How to pay DHS SEVIS Fee
- Information on medical evacuation and repatriation of remains insurance
- Fact Sheet – Arriving at a U.S. port of entry

Additional information is included with this packet as well:

- **DS-2019 Cover Letter:** This letter 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.
- **Visa Interview Letter:** This optional letter is for you to bring with you to your Visa Interview, supporting your start date in the program;
- **Memo on Validation of Initial Arrival** process and how to submit to us (also available online at <http://z.umn.edu/j1arrival>)
 - NOTE: During the first year on an initial J-1 visa, physicians must request travel validation from ECFMG for any travel outside the U.S. For more information, see the ECFMG website: <http://www.ecfm.org/evsp/travel-index.html>
- **Memo on How J-1 Visa Holders get on Payroll** (also available at <http://z.umn.edu/j1payroll>)
 - The J-1 visa is renewed annually, so the physician must complete an updated Form I-9 (Employment Authorization) every year to remain on payroll by visiting Payroll Services (Information on the “How a J-1 visa holder gets on payroll” memo.)

Please also review the DS-2019 to confirm the following information is correct—report any errors to us IMMEDIATELY:

- ECFMG Number
- Last Name, Rest of Name (NOTE: This section MUST match EXACTLY as written on your passport)
- Date of Birth and Location
- Legal Permanent Resident Information
- Training Program Name
- Start and End Dates

Please do not hesitate to contact me if you have any questions. The best way to reach us is via email: gme@umn.edu.

Thank you for your cooperation in completing the J-1 application, and we look forward to meeting you in person very soon!



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Twin Cities Campus

*Graduate Medical Education
Administrative Offices*

Medical School

*G254 Mayo Memorial Building
Mayo Mail Code 293
420 Delaware Street SE
Minneapolis, Minnesota 55455*

*Office: 612-625-7634
Fax: 612-624-0150
www.med.umn.edu/gme*

<<DATE>>

Welcome to the University of Minnesota! We look forward to further developing your medical career while you are here.

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 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.

In order to maintain lawful J-1 visa status, you must:

1. Obtain J-1 Visa Status and Proper Work Authorization: All INITIAL J-1 visa holders must obtain J-1 visa status upon receiving the Form DS-2019. Your employment at the University of Minnesota is dependent on valid work authorization, and as a visa holder, you must have obtained J-1 visa status prior to beginning your training program. Additionally, your signed Residency Agreement will state your start date, and it is your responsibility to be in lawful J-1 visa status by this date. **Failure to start your training program on the predetermined start date can lead to termination of the contract.** You are **required** to notify the ECFMG Training Program Liaison (contact information at the end of this letter) of which method you will choose to obtain J-1 visa status. You may obtain lawful J-1 visa status through one of these options:
 - a. Schedule an appointment with the U.S. embassy or consulate in another country to apply for a J-1 visa and then enter the United States in J-1 visa status. This option is the **preferred and expected** method for all Residents/Fellows at the University of Minnesota, as it is the only method by which GME can reasonably expect you to be able to start in your training program on the predetermined start date. Please see the ECFMG website for information on how to obtain J-1 visa status by this method:
http://www.ecfm.org/evsp/SEVIS_init.pdf
 - b. Applying for change of visa status through USCIS by filing Form I-539 if already present in the U.S in a visa status other than J-1.
http://travel.state.gov/visa/temp/types/types_1267.html#16
 - i. NOTE: neither GME nor ECFMG can request an expedited review process by USCIS of your application.
2. Notifying 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.ecfmq.org/evsp>.

You should also be aware of the fact that you will reach the seven-year maximum sponsorship limit by ECFMG on 7 year max sponsorship date. Please keep this in mind as you plan your future training experiences.

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. We look forward to supporting your success.

Sincerely,

Christy Illig

ECFMG Training Program Liaison
Office of Graduate Medical Education, University of Minnesota
e-mail: gme@umn.edu

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Fax: 612-624-0150
www.med.umn.edu/gme*

DATE

RE:
ECFMG #
SEVIS ID #

To Whom It May Concern:

This letter is to verify that Dr. Dr Last Name is scheduled to begin graduate medical education training in our Program Name Program on AY Start Date, and is expected to graduate on GRAD DATE.

Dr. Dr Last Name is seeking an initial J-1 visa stamp. We ask that this J-1 visa stamp be processed expeditiously so that the training program may begin as scheduled.

If you need any additional information, please feel free to contact us at gme@umn.edu.

Sincerely,

Christy Illig
ECFMG Training Program Liaison
Office of Graduate Medical Education, University of Minnesota



J-1 Visa: Validation of Initial Arrival

Validation of Initial Arrival is the last step required in your initial J-1 visa application process. This step must be done **immediately upon your arrival** to the United States. Do not wait until your program start date to submit these documents to us, or you will experience major delays with payroll.

Submit the following as soon as you arrive in the United States (email to gme@umn.edu):

1. The "Validation of Initial Arrival Form" from ECFMG (if you do not have the one provided with your DS-2019 paperwork, it is available at: <http://www.ecfm.org/evsp/arrival.pdf>)
 - a. Note: You must list a residential address on the form; if you are currently searching for housing, please write where you are currently staying (hotel, relative, etc.). **Do NOT write your clinic location.** Please also include your cell phone if you have a permanent phone number already for the United States/Minnesota.
2. Copy of most recent Form I-94 Arrival/Departure record (or Form I-797 for internal change of status)
 - a. If arriving by air or sea, you must obtain a copy of the document online: <https://i94.cbp.dhs.gov/I94/consent.html>
 - b. If arriving by land, you will receive an I-94 card in your passport. Send a copy of the front AND back.
3. Copy of J-1 visa stamp from the passport
 - a. Note: Canadian citizens do not have a J visa stamp

How to submit

Scan and e-mail the documents to the TPL at gme@umn.edu.

Please note: It is important that these documents are sent only to the TPL and not directly to ECFMG, as the TPL must sign the "Validation of Initial Arrival Form" prior to it being sent to ECFMG. **Do not fax anything directly to ECFMG.**

Once the TPL has received everything from you, she will review and submit to ECFMG to complete your initial arrival.





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 55454
Phone: 612-624-8647

Call in advance to make an appointment. Hours: M-F 8:00-4:00





Graduate Medical Education

4. After completing the Form I-9 Employment Authorization, Payroll Services will issue the J-1 visa holder a yellow receipt. The J-1 visa holder must then bring this yellow 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

