

UNIVERSITY OF MINNESOTA

Twin Cities Campus

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DATE

NAME, TITLE

ECFMG #

Dr. NAME:

Congratulations on your continued appointment at the University of Minnesota! We look forward to further developing your medical career while you are in the NAME Program.

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 starting on TRAINING YEAR START DATE, and ending on TRAINING YEAR END DATE. 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 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 (card stapled in your passport) with "Duration of Status D/S" written in the stamp issued by the Customs and Immigration officer. This must be done PRIOR to your anticipated start date of TRAINING YEAR START DATE, as indicated on your Residency 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 Form I-94 card has expiration date written, will need to obtain 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. 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. Leave of Absence (Maternity/Paternity Leave, Medical Leave, etc.)
 - i. Will require a new Offer Letter/Contract and other documentation for ECFMG
 - ii. Notify the ECFMG Training Program Liaison BEFORE or IMMEDIATELY upon taking a Leave of Absence!
 - b. Extending Training
 - i. Will require a new Offer Letter/Contract and other documentation for ECFMG
 - ii. Notify the ECFMG Training Program Liaison immediately upon knowledge of the extension requirement
 - c. Departure from Training Program
 - i. Notify the ECFMG Training Program Liaison before departure from the program, as she must notify ECFMG before your departure date.
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>). More and more J-1 physicians have reported delays in visa issuance at the U.S. embassy/consulate due to security-based initiatives, which can lead to travel delays and failures to return to the training program on the agreed upon return date. 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
 - ii. 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
 - iii. 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 travelling 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 in the **NAME** 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,

Erica King
ECFMG Training Program Liaison
Office of Graduate Medical Education, University of Minnesota
e-mail: king0367@umn.edu

CC: **Program Director**
Program Coordinator
Education Manager (if applicable)
HR/Payroll Contact for Dept.

SAMPLE