



## Training Program Liaison (TPL) Instruction Sheet for Initial J-1 Applicants

Enclosed, please find Form DS-2019 “Certificate of Eligibility for Exchange Visitor (J-1) Status” issued by ECFMG for the J-1 applicant identified in Box 1. Additional Forms DS-2019 for J-2 dependent family members may also be enclosed. Please note the following:

- Form DS-2019 is a legal document that corresponds to the applicant’s record in the Student and Exchange Visitor Information System (SEVIS), a U.S. government database.
- Form DS-2019 is used to acquire J-1 visa status; a summary of the two options by which one can apply for J-1 visa status is attached. Procedures may vary depending on citizenship, country of birth, and last legal permanent resident of the visa applicant.
- The applicant is *not* eligible to begin training until he/she has processed the Form DS-2019 and has acquired J-1 visa status.
- Form DS-2019 must be returned to ECFMG if the applicant will not pursue J-1 visa status.

What To Do Upon Receipt of Form DS-2019	What To Do Upon Applicant’s Arrival to Your Program
<ul style="list-style-type: none"> <li>• Carefully review all biographic information for accuracy.</li> <li>• Photocopy all enclosed Forms DS-2019 (for the applicant and dependents) for your records</li> <li>• Mail the enclosed <b>original</b> Form(s) DS-2019 and processing instructions to the applicant via air courier or some other method that can be tracked.</li> </ul>	<ul style="list-style-type: none"> <li>• Complete and sign the <i>Validation of Initial Arrival of ECFMG-Sponsored J-1 Physicians for SEVIS Reporting</i> form and upload as a PDF through either EVNet or OASIS with copies of the applicant’s: <ul style="list-style-type: none"> <li>○ I-94 card (Arrival/Departure Record).</li> <li>○ J-1 visa stamp in passport issued by U.S. Consulate (Canadian citizens do not have a J visa stamp).</li> <li>○ Form I-797 (applicable if the applicant was approved for a change of status in the United States through USCIS).</li> </ul> </li> </ul> <p>The <i>Validation of Initial Arrival of ECFMG-Sponsored J-1 Physicians for SEVIS Reporting</i> form is available @ <a href="http://www.ecfm.org/evsp/arrival.pdf">www.ecfm.org/evsp/arrival.pdf</a>.</p>

### Validation and Social Security Card

Once ECFMG has received the completed/signed *Validation of Initial Arrival of ECFMG-Sponsored J-1 Physicians for SEVIS Reporting* form and supporting documents, ECFMG will validate the J-1 physician’s arrival to the United States in SEVIS. Once validated in SEVIS, a J-1 physician’s program start date cannot be amended. J-1 physicians cannot apply for a U.S. Social Security Card/Number until ECFMG has validated their SEVIS record. Applying for a Social Security Number prior to SEVIS validation will delay issuance of the Social Security Card.

## Important Information for TPLs

- Provide timely notification to ECFMG of any events or proposed program changes that may affect a J-1 physician's training plan/duration (i.e., leave of absence, resignation, termination, remedial training, delay in return from overseas travel, etc.).
- Instruct J-1 physicians to review the EVSP travel webpage @ [www.ecfm.org/evsp/travel-index.html](http://www.ecfm.org/evsp/travel-index.html) prior to proposed travel outside of the United States, including travel to Canada and Mexico.
- Direct J-1 physicians who are moving to:
  - Notify ECFMG of his/her change in U.S. residential address via OASIS @ <https://oasis2.ecfm.org>
  - Inform the U.S. Department of Homeland Security (DHS) of a new residential address by either mailing a completed Form AR-11, *Change of Address Card*, to DHS *or* by updating the new address on-line via the USCIS website. Both Form AR-11 and the on-line submission form are available @ [www.uscis.gov](http://www.uscis.gov)
- Advise J-1 physicians to maintain a current e-mail address in OASIS. The e-mail address listed in OASIS is considered to be the *official* e-mail of record and is used by ECFMG to notify J-1 physicians of important issues such as sponsorship expiration and to provide important updates/announcements.