MANAGEMENT OF J-1 VISA PROCESS
Effective August 1, 2010: all J-1 visa applications will be managed centrally by the ECFMG TPL/Visa Manager in the GME Administration office. Program Coordinators will no longer be involved in the application process, with the exception of Step 7.

DESCRIPTION OF J-1 VISA / IMMIGRATION TYPE
J-1 – Exchange visitor sponsored by the Educational Commission for Foreign Medical Graduates (ECFMG); maximum of 7 years sponsorship in accredited GME programs.
Service Category – ECFMG / Visa Process ---- J-1 Visa INITIAL Application

GME verifies that application and support material are complete, signs Part B of the application.

ECFMG TLP/Visa Manager

Make copy of application and supporting documentation for GME files.

ECFMG TLP/Visa Manager

Add information to tracking database.

ECFMG TLP/Visa Manager

Send application and supporting material to ECFMG via FedEx.

ECFMG TLP/Visa Manager

ECFMG Regional Advisor processes application and sends DS-2019 to GME.

ECFMG TLP/Visa Manager

Letter from Associate Dean for GME and Program Director sent to J-1 applicant, outlining expectations as J-1 trainee in U of M GME program.

GME preps for document distribution:

1. Scans the DS-2019 and retains copy for GME file
2. Emails J-1 applicant and Program Coordinator/ appropriate department HR/payroll contact that DS-2019 has arrived from ECFMG and is ready for pick-up; includes in e-mail: - a scanned copy of the DS-2019 for program files - information on completing “Validation of Initial Arrival” requirement (see step 17)

ECFMG TLP/Visa Manager

NOTE: If any issues arise related to the application materials, the ECFMG Regional Advisor contacts GME. GME then follows up with the J-1 applicant to resolve any deficiencies within the application.

NOTE: DS-2019 is produced by the US Department of State (DOS).

NOTE: This letter is included with the DS-2019 (step 14)

NOTE: Copy of application and supporting documentation is scanned and saved in appropriate file on N:\ drive, based on academic year (N:\ GME/ECFMG and Visas/J Visa/Scanned J-1 applications)

NOTE: If not complete, ECFMG TPL/Visa Manager will contact J-1 applicant to resolve any deficiencies to the application.
GME delivers the original DS-2019 to J-1 trainee.

ECFMG TLP/Visa Manager

J-1 trainee forwards following to GME: completed “Validation of Initial Arrival” form; copy of J-1 visa/stamp in passport; copy of I-94 Departure Record.

GME faxes documents to ECFMG; initial arrival completed for GME purposes.

J-1 trainee must obtain a Social Security Number (SSN) from Social Security Administration Office.

J-1 trainee must either travel to home country to process J-1 Visa or process J-1 Visa here through INS. (regional office)

NOTE: Applicant is STRONGLY ENCOURAGED to travel to home country (if not there already) to process J-1 visa stamp. Internal J-1 visa processing in the U.S. via INS is only recommended for those already in the U.S. who cannot travel due to medical condition or family issue (i.e. sick child/parent/partner, etc.). Internal J-1 visa processing can take up to 6 months and failure to start training by start date on Residency Agreement can lead to termination of the contract.

NOTE: Validation of Initial Arrival documents must be submitted to GME immediately upon arrival to the US, not on the trainee’s start date. Information on Validation of Initial Arrival also given to J-1 trainee in steps 12 and 13.

NOTE: If new start/end dates identified by program or trainee before start date, Validation of Initial Arrival must note this and a new Residency Agreement/ECFMG offer letter will be required with the documents to complete this step. ECFMG will then issue a new DS-2019 with the amended start/end dates.

NOTE: Applicant is STRONGLY ENCOURAGED to travel to home country (if not there already) to process J-1 visa stamp. Internal J-1 visa processing in the U.S. via INS is only recommended for those already in the U.S. who cannot travel due to medical condition or family issue (i.e. sick child/parent/partner, etc.). Internal J-1 visa processing can take up to 6 months and failure to start training by start date on Residency Agreement can lead to termination of the contract.

NOTE: Required documents —
- DS-2019
- passport with J-1 Visa stamp
- I-94 (Arrival/Departure card)

IMPORTANT
Per Central Payroll, the sponsoring department/program’s HR/Payroll office has responsibility to check the EDMS (Enterprise Document Management System) report for visa expiration dates. This report applies to all international medical graduates who are not naturalized U.S. citizens or lawful permanent residents of the U.S.; this means the report includes individuals on J-1 Visas.

Anytime there is a change in status (i.e. expiration of current DS-2019) for a J-1 trainee, the J-1 trainee must complete a new I-9 form with support documentation at Central Payroll.