

## FAQs for J-1 Applicants: On-Line Sponsorship Application

### How does the on-line J-1 sponsorship application process work?

Applications for ECFMG J-1 sponsorship must be initiated by a host institution's Training Program Liaison (TPL). Details of the appointment profile and supporting documentation are submitted and uploaded to ECFMG on-line by the TPL through the [Exchange Visitor Network \(EVNet\)](#). An individual J-1 applicant is then notified via e-mail that an on-line application has been initiated through EVNet on his/her behalf. The e-mail includes instructions for using the [On-line Applicant Status and Information System \(OASIS\)](#) to verify acceptance of the electronic appointment agreement, providing mandatory personal and immigration data and uploading any supporting documentation needed to complete the application. Once the TPL and the applicant have submitted required information and uploaded all required supporting documentation, ECFMG proceeds with evaluation of the J-1 sponsorship application.

### What is a Training Program Liaison (TPL)?

The Training Program Liaison (TPL) is a representative of the teaching hospital who serves as the official hospital representative responsible for administrative oversight for all J-1 physicians and ensuring compliance with federal regulatory guidelines with respect to the J-1 program. Among other things, the TPL is required to:

- Coordinate the sponsorship application process to ensure timely submission of accurate and complete documentation, including primary-source verification of the GME contract
- Monitor the arrival and on-going participation of J-1 physicians
- Notify ECFMG in advance of any proposed changes in a physician's approved training program or activity

### What is EVNet?

EVNet is the "Exchange Visitor Network," a web-based system developed by ECFMG for on-line submission of applicant appointment information. Access to EVNet is limited to authorized Training Program Liaisons (TPLs) at accredited teaching hospitals and research institutions.

### What is an "applicant?"

For purposes of ECFMG's on-line J-1 visa sponsorship application, the term "applicant" refers to a physician who has been issued an official GME or research contract and for whom an EVNet on-line sponsorship application has been initiated. Applicants may be physicians who are not currently sponsored by ECFMG ("initial applicants") or those seeking a renewal/continuation of ECFMG J-1 visa sponsorship ("currently sponsored applicants").

### OASIS

#### What is the On-line Applicant Status and Information System (OASIS)?

OASIS is ECFMG's web-based information service used by ECFMG applicants and ECFMG-certified physicians. Applicants for J-1 sponsorship use OASIS to view and accept appointment profiles, complete J-1 visa sponsorship applications, upload supporting documentation and submit payments to ECFMG.

### **What if an applicant does not have a USMLE/ECFMG Identification Number at the time a TPL initiates a sponsorship application?**

Applicants are required to use OASIS as part of the on-line application process. A valid USMLE/ECFMG Identification Number is required to create an OASIS account. Applicants who do not have a USMLE/ECFMG Identification Number must contact ECFMG to request one before a TPL can initiate a sponsorship application through EVNet. To do so, the applicant must contact [evsp-support@ecfm.org](mailto:evsp-support@ecfm.org) with the information listed below. TPLs are not permitted to request a USMLE/ECFMG Identification Number on behalf of an applicant.

Information required to request a USMLE/ECFMG Identification Number:

- Full name
- Date of birth (mm/dd/yr)
- E-mail address
- Name and country of medical school
- Gender

The need to request a USMLE/ECFMG Identification Number most commonly occurs when a graduate of an LCME-accredited U.S. or Canadian medical school program or a researcher seeks sponsorship for the first time. Once a USMLE/ECFMG Identification Number has been assigned, the applicant is notified via e-mail with instructions for creating an OASIS account. (See <https://oasis2.ecfm.org/> for additional information on OASIS.)

### **ON-LINE APPLICATION**

#### **What are the steps in the application process?**

The application process requires completion of the following steps in the order listed below:

1. TPL submits an online appointment profile through EVNet
2. For each applicant, TPL uploads the necessary supporting documents through EVNet
3. Through OASIS, applicant accepts online appointment profile, pays the administrative/application fee, completes the electronic application and uploads any documentation needed to complete application (not already submitted by the TPL)

NOTE: Supporting documents uploaded through EVNet or OASIS must be in Portable Document Format (PDF), and files must be uploaded one at a time. Faxed documentation is no longer accepted.

#### **Can an applicant change the appointment information through OASIS prior to accepting the on-line appointment profile?**

No. Only the teaching hospital's authorized TPL can make changes to on-line appointment information. If appointment information is incorrect, the applicant should not accept the appointment profile in OASIS and should immediately contact the TPL.

#### **Can an applicant accept more than one on-line appointment profile for the same training period or for training periods that overlap?**

No. Applicants are permitted to accept only one appointment profile for any training period.

#### **How long does ECFMG take to review a sponsorship application?**

ECFMG reserves four to six weeks to review complete applications for participation in ACGME-accredited training or research programs and six to eight weeks to review applications for non-standard training programs. Official review begins only after the on-line application has been initiated by the TPL in EVNet, accepted and submitted by the applicant in OASIS, all required documentation has been uploaded and the application fee has been paid. Any deficiencies and/or requests for additional documentation are communicated by ECFMG to the TPL. Any/all deficiency notifications sent to the TPL can be viewed by an individual applicant in OASIS.

## **SUPPORTING DOCUMENTATION**

### **What supporting documentation is required with a sponsorship application?**

Application requirements vary according to program type. Therefore, applicants must carefully review the application checklist provided in OASIS at the time of appointment profile acceptance. [Application checklists](#) are also available on the ECFMG website.

### **When can supporting documentation be uploaded via EVNet or OASIS?**

Documentation in support of an application can only be uploaded *after* a TPL creates a new appointment profile in EVNet.

### **Once a document is uploaded, can it be deleted?**

Applicants are only able to delete documents uploaded in OASIS before they have been reviewed by an EVSP Regional Advisor. To do so, the applicant must click the “Delete” icon next to the document name. Once the document is reviewed by a Regional Advisor, the “Delete” icon next to that document is longer available. Applicants cannot delete any document uploaded by the TPL.

### **Once a document is uploaded, can the document type be reassigned?**

Applicants can only reassign the heading / document type for an uploaded document before it has been reviewed by an EVSP Regional Advisor. To do so, the applicant must click on the “Edit” icon next to the document name and select the appropriate document type from the drop-down menu. Once the document is reviewed by a Regional Advisor, the “Edit” icon next to that document is longer available. Applicants cannot edit the document type for a document uploaded by the TPL.

### **Can both TPLs and applicants view all documentation uploaded in support of an application?**

Yes. OASIS allows applicants to view supporting documents already uploaded by the TPL.. Likewise, EVNet provides TPLs with the ability to view the items submitted by the applicant. It is an individual applicant’s responsibility to work with the TPL to ensure that all required documentation is uploaded/submitted in a timely manner. Each required document should be submitted only once.

### **Do documents uploaded by either the TPL or applicant need to be faxed or mailed to ECFMG?**

No. Documentation that has been successfully uploaded through either EVNet or OASIS should not be faxed or mailed to ECFMG.

### **How is application status monitored?**

Applicants can check the status of a pending application through OASIS.

## **DEPENDENTS**

### **Can a request for J-2 dependent sponsorship be completed through OASIS?**

Physicians can request J-2 sponsorship for dependents on-line in the “J-1 Visa Sponsorship” section of OASIS The [EVSP Reference Guide](#), available on the ECFMG website, offers detailed information about dependent sponsorship.

## **BOARD EXAMS**

### **Can an applicant apply for a sponsorship extension to sit for an American Board of Medical Specialties (ABMS) member board examination?**

Yes. Applicants seeking an extension of sponsorship to sit for an ABMS member board examination are no longer under an appointment profile at a teaching hospital. As a result, the application process does not require a TPL to initiate an on-line application through EVNet. Instead, applicants seeking continued sponsorship to sit for an ABMS member board examination should login to OASIS and click on the “Board” field. Once the “Board” field is chosen, instructions for submission of the on-line application and required supporting documentation are provided.