IMMIGRATION & INTERNATIONAL TAX & GRADUATE MEDICAL EDUCATION

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Immigration & International Tax Services at VU

- As of August 1, 2009, The Office of International Services (OIS) and the International Tax Office (ITO) became a joint unit using the acronym “VISIT” (Vanderbilt International Services & International Tax).

- The international and immigration teams maintain separate functions but there are increased sharing and cross-responsibilities. Immigration advisors can provide initial Glacier assistance and answer basic tax questions.
Who’s Involved & Who Does What?

VU-GME
Appointment Process
• Administrative Process
  • ECFMG Process
  • Resident/Fellow Records

VISIT Office
• Immigration Guidance
• Immigration Filings
• Advising – Immigration/Travel/Tax
• I-9, SSN, Driver Licenses
• International Tax Matters

PROGRAM DIRECTORS & PROGRAM COORDINATORS
Provide needed documentation to VISIT and/or GME
Visa Options for IMGs

- An IMG generally holds these types of visas (or visa status):

1. F-1 with OPT/EAD
2. J-1
3. H-1B (or E-3 for Australians)
4. Other visa status possible, but person must have an EAD (employment authorization document). (Examples include L-2, E-3D, J-2, pending PR with EAD, etc.)
F-1 Status with OPT/EAD

• F-1 Status:
  
  – Commonly seen with IMG who completed medical school in the USA.
  
  – After completion of medical school the IMG is entitled to one year of optional practical training (OPT) and begins the residency program with an employment authorization document (EAD) that allows employment for one year.
  
  – F-1 resident must change to either J-1 or H-1B status to continue residency training past PGY1.
J-1 Status

- J-1 Status:
  - J-1 is a temporary, non-immigrant visa
  - Full-time educational training --- not employment
  - Exchange Visitor (EV) Program administered by Dept. of State
  - Two year home residency requirement
  - Seven years maximum – progressive training
  - ECFMG is the Responsible Officer (RO) and issues the DS-2019
  - Note: Vanderbilt’s ISSS is not involved with J-1 visas for IMG. They take care of Vanderbilt’s J-1 programs only.
J-1 Status (cont’d)

• Three organizations and one federal agency are involved in the J-1 visa process for IMG:

1. Department of State – administers the Exchange Visitor (EV) Program (which includes the J-1 medical training program)

2. Association of American Medical Colleges (AAMC) – monitors & sets standards for medical education and administers the Electronic Residency Application Service (ERAS)

3. National Residency Matching Program (NRMP) – administers the ‘Match’

4. Educational Credentialing of Foreign Medical Graduates (ECFMG) – serves as Responsible Officer (RO) for the EV Program and provides academic credentialing services. Each GME/Teaching Hospital has a designated Training Program Liaison (TPL) who works directly with ECFMG.
J-1 Status (cont’d)

- ECFMG issues all DS-2019s and is responsible for authorizing travel for the J-1 IMG and issuing ECFMG certification.
- In order to be issued a DS-2019, an IMG must have ECFMG certification.
- ECFMG Exam & Certification requirements:
  - USMLE Step 1
  - USMLE Step 2 (CK)
  - USMLE Step 2 (CS)
  - Primary source verification of final medical diploma & transcripts
  - English test proficiency (except for graduates of Canadian medical schools)
H-1B or E-3 Status

• VISIT files all H-1B petitions and extensions; file all E-3 petitions also

• H-1B Packet must be completed by department and IMG. Packet found at www.vanderbilt.edu/VISIT/visa/html

• H-1B is an employment visa – housestaff can be ‘employees’

• Regulated by Dept. of Homeland Security (USCIS, CBP) & Dept of Labor (DOL)

• Both position and applicant must qualify (not an issue with housestaff)

• H-1B can be used for up to 6 years so persons in longer programs may need to move to J-1 status or obtain Permanent residence

• Salary used for H-1B filing is whatever amount is set by GME
H-1B or J-1?

• Every IMG that qualifies for H-1B status can also get a J-1 but every IMG that qualifies for J-1 status cannot get an H-1B

• H-1B filing requires:
  – For IMG who attended a non-US medical school:
    • USMLE Step I, II & III
    • ECFMG Certification (see requirements for getting certification)
    • Evidence of immigration status (if in the USA)

  – For IMG who attended a US medical school
    • USMLE Step I, II (but normally have Step III by time H-1B is filed)
    • Copy of medical transcripts & diploma
    • Evidence of immigration status (if in the USA)
Traveling Abroad & Consular Processing

- ECFMG tends to recommend that the IMG not travel due to consular visa processing delays.
- VISIT agrees that there are delays but takes a less restrictive view on travel abroad.
- IMG should ensure that the consular visa application is thoroughly and properly completed.
- IMG should ensure that they take all required documents to the consular interview.
- IMG should speak with VISIT staff before travel as trips to ‘unfriendly countries’ may delay visa issuance.
Immigration Documents (cont’d)

- The main immigration documents you will regularly see, and need from the IMG are:
  - Passport data page
  - Visa stamp (from US Consulate)
  - Visa status approval notice (from USCIS)
  - I-94 (always get the front & back)
  - DS-2019
  - I-20
  - EAD
Immigration Documents (cont’d)…

Passport Biographical Data Page
Immigration Documents (cont’d)...

I-94 Document
Electronic or Handwritten
Immigration Documents (cont’d)...

Visa Stamp from US Consulate

Employment Authorization Document
Immigration Documents (cont'd)....

- I-20
Immigration Documents (cont’d)....

DS-2019
Immigration Documents (cont’d)…

USCIS Approval Notice
VISIT is responsible for all I-9 completion for all international employees and housestaff. Also can do domestic employees.

Vanderbilt’s I-9 website is at [www.hr.vanderbilt.edu/i9](http://www.hr.vanderbilt.edu/i9). Send all new employees there to begin the process before employment or no later than the first day of employment.

Section 1 of the I-9 must be completed by the end of the first business day of employment.

Section 3 of the I-9 must be completed by the end of the 3rd business day (Monday start date means Section 2 completed on Wednesday).

Requires original documents --- no photocopies allowed. List of acceptable documents on Vanderbilt I-9 website.

VISIT will attend GME Orientation to complete I-9s and Glacier for new and continuing housestaff.
VISIT Is An I-9 & E-Verify Site

- Vanderbilt University receives Federal contracts from the U.S. government.
- As a result, we are required to use the E-Verify system for our newly hired faculty, staff and student workers.
- E-Verify is an internet-based system operated by the U.S. Dept. of Homeland Security in partnership with the Social Security Administration.
- The E-Verify system uses the information reported in the I-9 form to confirm eligibility to work in the U.S.
- VISIT completes the I-9s for ALL international employees at Vanderbilt and, as a result, submits the necessary information in order to determine employment eligibility to E-Verify.
- If an international employee faces a problem with E-Verify, then VISIT will assist in resolving the problem.
Other Services Offered by VISIT

- Our website:  [www.vanderbilt.edu/visit](http://www.vanderbilt.edu/visit).
- All employment visa filings for VUMC and business visitor assistance
- assistance with travel, consular issues and EAD for J-2 family members
- general immigration assistance but we are not the RO or TPL for the J-1 IMG
- one-on-one or group seminars for J-1 waiver options and post-residency options
- J-1 waiver filings on behalf of VUMC
- General assistance with non-Vanderbilt sponsored immigration matters
- International Tax services including Glacier (N.B. all IMG housestaff & employees must complete Glacier)
QUESTIONS?
15 MINUTE BREAK !!
GME Process for J-1 Visa
Initial and Continuation Application

Program Coordinator Training
CHECKLIST for INITIAL J-1 VISA SPONSORSHIP in ACGME-ACCREDED CLINICAL TRAINING PROGRAMS

This checklist outlines the basic requirements to apply for J-1 visa sponsorship to participate in an Accreditation Council for Graduate Medical Education (ACGME)-accredited training program or a program leading toward certification offered by a member board of the American Board of Medical Specialties (ABMS). Identify all documentation with the applicant’s USMLE®/ECFMG® number. Copied materials are acceptable; however, ECFMG reserves the right to examine the original document. Application submission requires coordination between the applicant and the Training Program Liaison (TPL) at the host institution. Submit all requirements in one package and allow four to six weeks for processing. Incomplete submissions will cause delay. ECFMG will communicate any deficiencies and/or requests for additional documentation through the TPL. Retain a copy of all materials.

ECFMG CERTIFICATION PREREQUISITE. International Medical Graduates must hold a Standard ECFMG Certificate without expired examination dates, if applicable. See Validity of Examinations for Entry into Graduate Medical Education in the ECFMG Information Booklet, available on the Publications page of the ECFMG website at www.ecfmg.org/publications.html.

☐ CONTRACT OR LETTER OF OFFER. The contract or letter of offer must specify start and end dates of the training year, specialty and subspecialty of the training program/pathway, training level, and stipend. The applicant and an appropriate hospital official must sign the contract or letter of offer. [Modified for training. See training notes below.]

☐ FELLOWSHIP PROGRAM DESCRIPTION (if entering subspecialty training). The fellowship description must follow attached guidelines. [Prepared by Department]

☐ APPLICATION FORM FOR INITIAL SPONSORSHIP. The applicant must complete and sign Section A. The TPL must review Section A and complete and sign Section B. [TPL is Trish Craft. Insurance is one of the VU benefit options.]

☐ STATEMENT OF NEED (from the central office of the Ministry of Health in the applicant’s country of most recent legal permanent residence). See the EVSP Reference Guide on the ECFMG website for required forms and wording. A certified word-for-word English translation must accompany a non-English document. [Resident obtains.]

☐ CURRENT CURRICULUM VITAE (C.V.). The C.V. must detail the applicant’s education and professional history to date.

☐ COPY OF PASSPORT NAME PAGE(S). Submit a copy of the passport name page for the applicant and each dependent.

☐ $200.00 ADMINISTRATIVE FEE (non-refundable). Include USMLE/ECFMG number on a check or money order payable to ECFMG. For credit card payment, see OASIS on the ECFMG website (www.ecfmg.org). [Resident pays and provides confirmation.]

☐ ADDITIONAL DOCUMENTATION (if applicable)

☐ Copies of Form(s) I-79 or DS-1579 if the applicant has previously held J-1 visa status.

☐ Proof of country of most recent legal permanent residence if this differs from country of citizenship.

☐ Official documentation of funding source, term, amount, and U.S. dollar equivalent if other than 90 in addition to hospital training stipend.

☐ Offer Letter should verify this information.

☐ RETURN AIRBILL FOR EXPEDITED DELIVERY TO THE TPL (optional, but recommended). If the application is approved, ECFMG will issue Form DS-2019, Certificate of Eligibility for Exchange Visitor (J-1) Status, to the TPL via first-class U.S. mail. ECFMG is not authorized to release the Form DS-2019 directly to the applicant. To expedite delivery, it is recommended that a prepaid/preshipped courier service be included with the application. Time constraints prevent EVSP staff from addressing airbills.

[ECFMG Office will Provide]

ADDITIONAL REQUIREMENTS

FOR GRADUATES OF LCME-ACCREDED U.S. OR CANADIAN MEDICAL SCHOOLS

☐ COPY OF MEDICAL SCHOOL DIPLOMA. A certified, word-for-word English translation must accompany a non-English document.

☐ FULL-FACE PASSPORT-SIZE PHOTOGRAPH. Original photo required, no faxes or photocopies.

Thank you for your interest in ECFMG’s Exchange Visitor Sponsorship Program. For additional information, visit the ECFMG website at www.ecfmg.org or contact EVSP at 215-833-3121.

Rev. OCT 2020
Initial J-1 Application
CHECKLIST for CONTINUATION of J-1 VISA SPONSORSHIP in ACGME-ACCREDITED CLINICAL TRAINING PROGRAMS

This checklist outlines the basic requirements to apply for J-1 visa sponsorship to participate in an Accreditation Council for Graduate Medical Education (ACGME)-accredited training program or a program leading toward certification offered by a member board of the American Board of Medical Specialties (ABMS). Identify all documentation with the applicant's USMLE/ECFMG® number. Copied materials are acceptable, however, ECFMG reserves the right to examine the original document. Application submission requires coordination between the applicant and the Training Program Liaison (TPL) at the host institution. Submit all requirements in one package and allow four to six weeks for processing. Incomplete submissions will cause delay. ECFMG will communicate any deficiencies and/or requests for additional documentation through the TPL. Retain a copy of all materials.

☐ CONTRACT OR LETTER OF OFFER. The contract or letter of offer must specify start and end dates of the training year, specialty and subspecialty of the training program, pathway, training level, and stipend. The applicant and an appropriate hospital official must sign the contract or letter of offer.

☐ FELLOWSHIP PROGRAM DESCRIPTION (if entering subspecialty training). The fellowship description must follow attached guidelines.

☐ APPLICATION FORM FOR CONTINUATION OF J-1 VISA SPONSORSHIP. The applicant must complete and sign Section A. The TPL must review Section A and complete and sign Section B.

☐ FORM I-1294, SUPPLEMENTARY STATEMENT FOR GRADUATE MEDICAL TRAINING (attached). The exchange visitor physician must complete and sign Part 1; the program director or director of graduate medical education of the most recent (or proposed) host program must complete and sign Part 2 of the attached form.

☐ FORM I-94, ARRIVAL/DEPARTURE RECORD. The Exchange Visitor must submit a photocopy of the front and back of the most recent Form I-94 documenting admission to the United States in J-1 status valid for “Duration of Status – DIS.” Form I-94 may be attached to Form I-797, Notice of Action, issued by the U.S. Immigration and Naturalization Service or the U.S. Department of Homeland Security/Bureau of Citizenship and Immigration Services.

☐ $200.00 ADMINISTRATIVE FEE (non-refundable). Include USMLE/ECFMG number on a check or money order payable to ECFMG. For credit card payment, see OASIS on the ECFMG website (www.ecfmg.org). (Resident pays and provides confirmation)

☐ STATEMENT OF NEED (from the central office of the Ministry of Health in the applicant’s country of most recent legal permanent residence). See the EVSP Reference Guide on the ECFMG website for required format and wording. A certified, word-for-word English translation must accompany a non-English document. ( Resident obtains)

☐ RETURN AIRBILL FOR EXPEDITED DELIVERY TO THE TPL (optional, but recommended). If the application is approved, ECFMG will issue Form DS-2019, Certificate of Eligibility for Exchange Visitor (J-1) Status, to the TPL via first-class U.S. mail. ECFMG is not authorized to release the Form DS-2019 directly to the applicant. To expedite delivery, it is recommended that a prepaid/despatched courier service will be included with the application. Time constraints prevent EVSP staff from addressing airbills. (GME Office will provide)

Thank you for your interest in ECFMG’s Exchange Visitor Sponsorship Program. For additional information, visit the ECFMG website at www.ecfmg.org or contact EVSP at 215-623-2121.
Continuation Application
Due Date

• For On-Cycle Hires, submit J-1 continuation or initial applications by March 24.

• Work with the resident or new hire to complete the packet, submit all documentation as required by the checklist to Trish Craft in GME who serves as the Training Program Liaison with ECFMG.
GME Internal Process

• Trish Craft will review the packet and contact you for missing items.

• When all items on the checklist are provided she will complete the TPL section and send by batch to ECFMG.

• ECFMG may contact Trish as the TPL for additional documentation.
DS-2019

• If the application is approved, ECFMG will issue Form DS-2019, Certificate of Eligibility for Exchange Visitor (J-1) Status to the TPL (Trish Craft)

• Trish will provide the original to the applicant with a copy to the GME file.
Fed Ex Airbill Needed

• Provide airbill for Initial Application Packets.
• Address airbill to the incoming resident.
• GME will mail the DS-2019 directly to the resident to save this step for the program coordinators.
• A copy will be kept in the GME files and sent to the Program Coordinator for notification of the completed process and documentation for files.
Please Note:

• J-1 Renewal is required annually.
• ECFMG requires 4-6 weeks for processing.
• Please have all your packets to GME by March 24th.
• J-1 Physician Reports for Training
  – Must present TPL with evidence of approved J-1 Visa Status in order to begin the GME program. Documentation includes: J-1 Visa Stamp in Passport, J-1 D/S (Duration of Status) on I-94 Arrival Departure Record
  – TPL Reports Arrival/Delay to ECFMG within 30 days.
Please Note:

- Any changes must be reported to ECFMG by the TPL (Trish) so please keep GME informed!
  - Remediation
  - Leave of absence
  - Licensure delay
  - Proposed Off-Site Rotations
  - Proposed early advancements
  - Resignations
  - Contract Terminations
  - Legal Concerns, Allegations, Internal Hearings, etc.
  - Travel
Questions???