



MyIntealth™ Applicant User Guide:

J-1 Visa Sponsorship

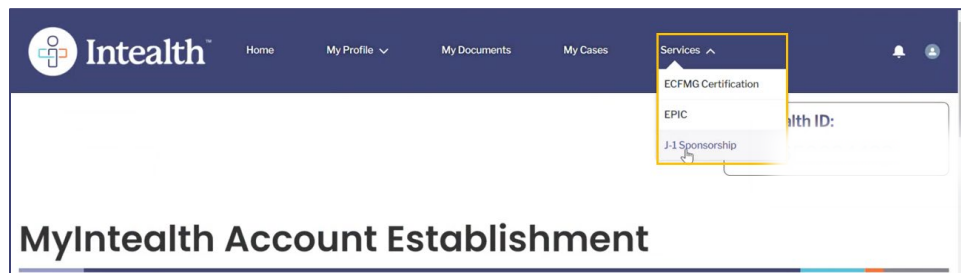
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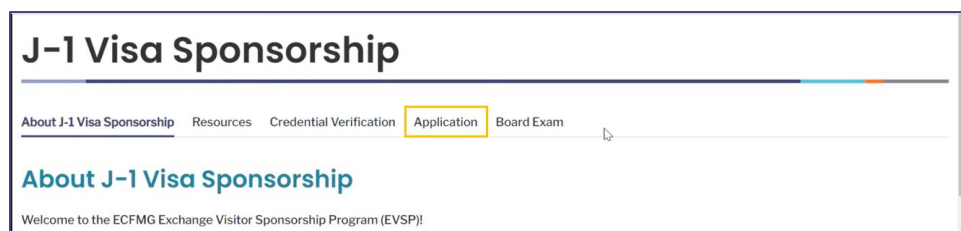
1 J-1 Sponsorship

1.1 Submit a J-1 Visa Sponsorship Application

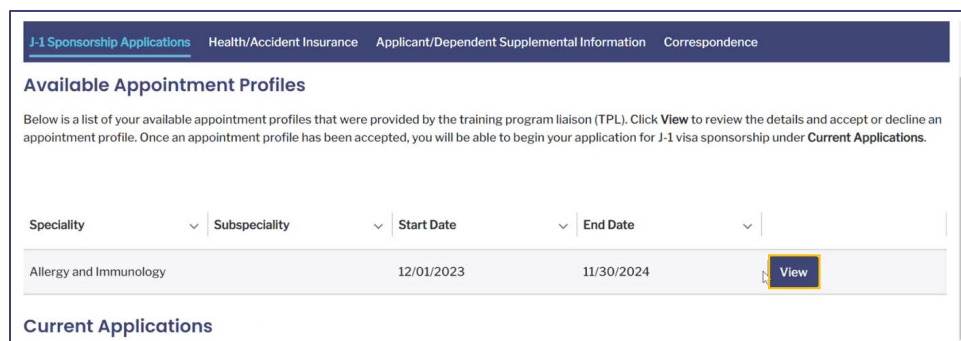
Step 1. From the **MyIntealth Applicant Portal**, in the top banner, click **Services** and select **J-1 Sponsorship** from the dropdown.



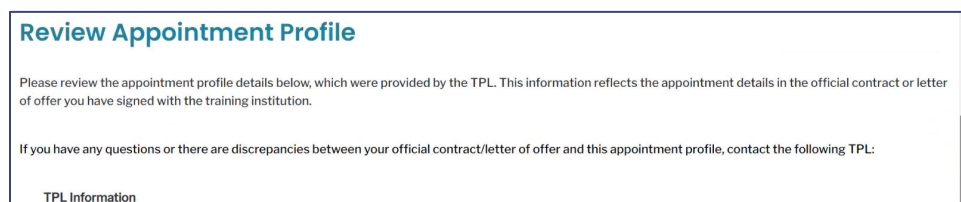
Step 2. The **J-1 Visa Sponsorship** page appears. Click the **Application** tab.



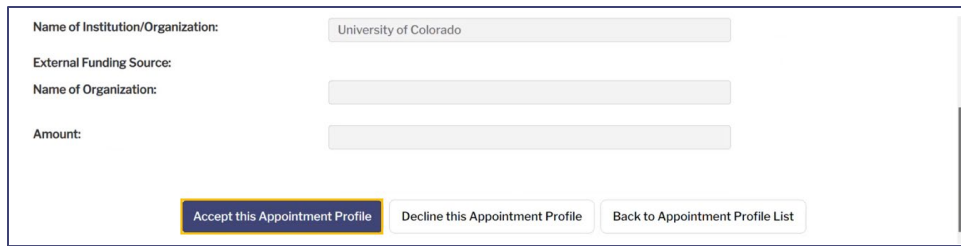
Step 3. The **J-1 Sponsorship Applications** information appears. Under the **Available Appointment Profiles** section, click **View** for the appropriate appointment profile to review the details and accept or decline that appointment profile.



Step 4. The **Review Appointment Profile** page appears. Review the **TPL Information**, **Program Information**, and **Appointment Profile Information** sections.



Step 5. Click **Accept this Appointment Profile**.



Name of Institution/Organization:

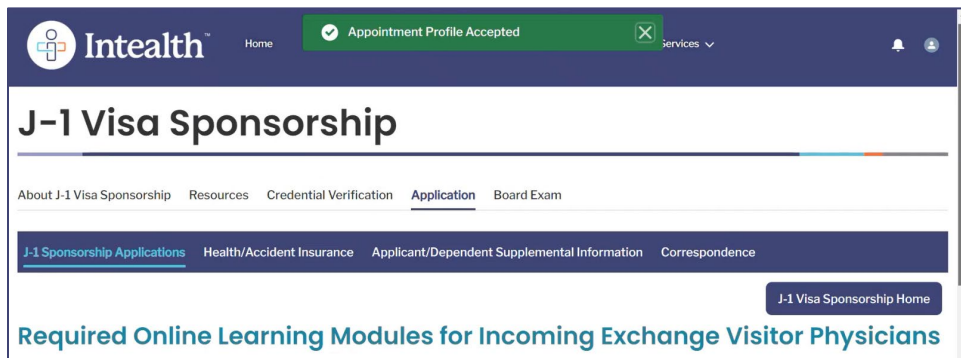
External Funding Source:

Name of Organization:

Amount:

Note: After reviewing the appointment profile information, you may opt to **Decline the Appointment Profile** instead. If declined, you will not be able to move forward with the application.

Step 6. The **Appointment Profile Accepted** notification appears.



Intealth™ Home Appointment Profile Accepted services

J-1 Visa Sponsorship

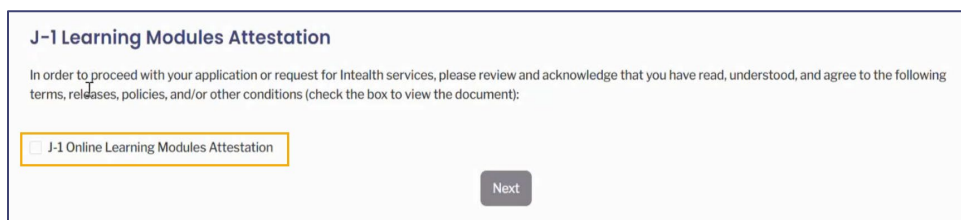
About J-1 Visa Sponsorship Resources Credential Verification **Application** Board Exam

[J-1 Sponsorship Applications](#) Health/Accident Insurance Applicant/Dependent Supplemental Information Correspondence

[J-1 Visa Sponsorship Home](#)

Required Online Learning Modules for Incoming Exchange Visitor Physicians

Step 7. On the **J-1 Sponsorship Applications** page, there is a **Required Online Learning Modules for Incoming Exchange Visitor Physicians** section. Review the links to the online learning modules and then click the **J-1 Online Learning Modules Attestation** checkbox.



J-1 Learning Modules Attestation

In order to proceed with your application or request for Intealth services, please review and acknowledge that you have read, understood, and agree to the following terms, releases, policies, and/or other conditions (check the box to view the document):

☒ J-1 Online Learning Modules Attestation

Step 8. Review the **J-1 Online Learning Modules Attestation** pop-up and click **Accept**.

Step 9. Click **Next**.

Step 10. The **Supporting Documentation** page appears. Review the information and click **Next**.

- a. To review a checklist of supporting documentation that may be required for your **J-1 Visa Sponsorship** application, click **View Documentation Checklist**. The checklist automatically opens in a new browser tab.

Step 11. The **Review Your Contact Information** page appears. Review the information for accuracy and click **Next**.

J-1 Visa Sponsorship Home

Review Your Contact Information

ECFMG-sponsored J-1 physicians are required to provide and maintain valid contact information, including a U.S. residential mailing address, telephone number, and email address. The mailing address of record cannot be a P.O. Box or hospital address. It is imperative that all ECFMG-sponsored physicians maintain and update their contact information throughout the course of training. The email address you provide is the address to which we will communicate all important information to sponsored J-1 physicians, including visa status expiration notice and special alerts.

US Phone Number

Previous
 Next

Note: You cannot edit contact information on this page. To update your contact information, click **My Profile** in the top banner, and select **Contact Information** from the dropdown. Then, update the information as necessary and click **Save**.

Home
My Profile ▾
My Documents
My Cases
Services ▾

Identity Information
 Contact Information
 Financial Account

J-1 Visa Sponsor

Step 12. The **Biographic Information** page appears. Review the information and update any required fields (*). Click **Next**.

Biographic Information

Please review your biographic information of record. If any information is incorrect or needs to be updated, you must go to My Profile and make the necessary changes now. If you hold dual citizenship, you can enter information for a second passport below. You must enter the information exactly as it appears in your passport. If the information you enter differs from what appears in your passport, we will change your entry to match the information in your passport.

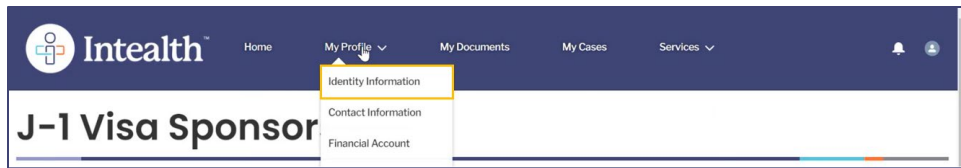
Last Name/Surname: King
 Rest of Name: Jane
 Gender: Female
 Date of Birth:

Birth Country: Australia
 First Citizenship Country/Passport Used for Travel as J-1: Australia
 Passport Number:
 Passport Expiration Date:
 Second Citizenship Country: Select Second Citizenship Country
 Second Citizenship Passport Number:
 Second Citizenship Passport Expiration Date:
 Country of Most Recent Legal Permanent Residence (LPR): Select your recent legal residenc...

Documentation of current LPR status is required if country of LPR differs from country of citizenship. The country of LPR determines the source of the Statement of Need.

Previous
 Next

Note: To update biographic information such as Name, Date of Birth or Gender, click **My Profile** in the top banner, and select **Identity Information** from the dropdown.



Step 13. The **Biographic Information Continued** page appears. Complete all required fields (*).

Biographic Information Continued

*Have you ever applied for U.S. Permanent Residence Status ("Green Card")?

-None-

*Is this application still in process?

☐ Yes

☐ No

*If currently or previously in J-1 visa status, have you ever been recommended by the U.S. Department of State for a waiver of the two-year home-country physical presence requirement?

☐ Yes

☐ No

If you indicate that you have been recommended by the U.S. Department of State for a waiver of the two-year home-country physical presence requirement, a message will pop up indicating that you are ineligible for sponsorship and you will be unable to move forward with this application.

Step 14. Click **Next**.

Biographic Information Continued

*Have you ever applied for U.S. Permanent Residence Status ("Green Card")?

No

*If currently or previously in J-1 visa status, have you ever been recommended by the U.S. Department of State for a waiver of the two-year home-country physical presence requirement?

☐ Yes

☒ No

Previous Next

Step 15. The **Emergency Contact Information** page appears. Complete all required fields (*).

Emergency Contact Information

Please identify a person we can contact in case of emergency. This person may reside inside or outside the United States.

First Emergency Contact

*Last Name/Surname:

*Rest of Name:

*Email:

*Country:

*Street:

*City:

State:

- a. Click the **Add secondary contact** checkbox if you want to include an additional emergency contact. Additional required fields (*) appear if this is selected. Only one emergency contact is required.

Step 16. Click **Next**.

A form titled 'Add secondary contact' with the following fields: 'State' (dropdown menu), '* ZIP Code:' (text input), '* Phone Number:' (text input), and '* Relationship:' (dropdown menu with 'Spouse' selected). Below these fields is a checkbox labeled 'Add secondary contact'. At the bottom right are 'Previous' and 'Next' buttons, with 'Next' highlighted in blue.

Step 17. The **Passport Information** page appears. Review the information. To edit this information, click the **pencil icon** in the **Action** column.

A page titled 'Passport Information' with a sub-header 'Physician Applicant Passport'. Below the sub-header is a table with the following data:

Applicant Name	Gender	Action
Jane King	Female	

Step 18. The **Dependent Passport Information** section is available to add dependents to your record. Review the information and determine if you want to add a dependent.

A section titled 'Dependent Passport Information' with the text 'There are currently no dependents on record.' and a blue 'Add Dependent' button.

- a. To add a dependent to your record, click **Add Dependent** and follow the on-screen prompts.
- b. Refer to the [Add a J-2 Dependent](#) section for additional instructions related to adding a dependent.

Step 19. Click **Next**.

A section titled 'Dependent Passport Information' with the text 'There are currently no dependents on record.' and a blue 'Add Dependent' button. At the bottom right are 'Previous' and 'Next' buttons, with 'Next' highlighted in blue.

Step 20. The **Confirmation of J-1 Exchange Visitor Sponsorship Requirements** page appears. Click the checkboxes to review the information in each document and then click **Accept**.

[J-1 Sponsorship Applications](#) [Health/Accident Insurance](#) [Applicant/Dependent Supplemental Information](#) [Correspondence](#)

[J-1 Visa Sponsorship Home](#)

Confirmation of J-1 Exchange Visitor Sponsorship Requirements

In order to proceed with your application or request for Intealth services, please review and acknowledge that you have read, understood, and agree to the following terms, releases, policies, and/or other conditions (check the box to view the document):

☐ J-1 Exchange Visitor Insurance Requirements Acknowledgment

☐ J-1 Exchange Visitor Obligations to Notify Intealth

Statement of Educational Objectives

Applicant Statements:

* Briefly describe your overall educational and professional objectives and how participation in the current/proposed training program relates to both.

a. Review the document and click **Accept**.

J-1 Exchange Visitor Insurance Requirements Acknowledgment

J-1 Exchange Visitor Insurance Requirements Ackno... 1 / 1 90% +

 **Attestation by Applicant**

J-1 Exchange Visitor Insurance Requirements Acknowledgment

Please be advised that federal regulation 22 CFR § 62.14 requires all J-1 exchange visitors and their J-2 dependents to obtain and maintain insurance that provides: (1) medical benefits of \$100,000 per accident or illness, (2) a maximum \$500 deductible per accident or illness, (3) medical evacuation benefits of \$50,000, (4) repatriation benefits of \$25,000, and (5) Co-insurance paid by J-1 not to exceed 25% of covered benefits per accident or illness.

[Accept](#)

b. Repeat the steps for the **J-1 Exchange Visitor Obligations to Notify Intealth Attestation**.

J-1 Exchange Visitor Obligations to Notify Intealth

J-1 Exchange Visitor Obligations to Notify Intealth 1 / 1 90% +

 **Attestation by Applicant**

J-1 Exchange Visitor Obligations to Notify Intealth

As a J-1 program sponsor, ECFMG, a division of Intealth, must monitor any issues impacting a J-1 exchange visitor's participation in or completion of their training program, as well as the well-being of J-1 program participants and their accompanying J-2 dependents. J-1 exchange visitors are required to notify Intealth if there are any issues affecting their full-time participation in/timely completion of their training program, or of any serious matters involving a J-1 physician or J-2 dependent.

[Accept](#)

Step 21. Once all checkboxes have been checked, the **Statement of Educational Objectives (SEO)** section appears. Answer the required questions (*).

Statement of Educational Objectives

Applicant Statements:

* Briefly describe your overall educational and professional objectives and how participation in the current/proposed training program relates to both.

I

* Do you plan to engage in additional U.S. training following completion of your current/proposed training program? If so, please detail additional plans for U.S. training, including intended overall training duration.

* Briefly describe how the skills acquired through planned U.S. training will be applied upon return to your country of last legal permanent residence (LPR).

Previous Next

Step 22. Click **Next**.

Applicant Statements:

* Briefly describe your overall educational and professional objectives and how participation in the current/proposed training program relates to both.

I look forward to training in the program.

* Do you plan to engage in additional U.S. training following completion of your current/proposed training program? If so, please detail additional plans for U.S. training, including intended overall training duration.

Yes, I plan on pursuing Cardiology. Total duration of 6 years.

* Briefly describe how the skills acquired through planned U.S. training will be applied upon return to your country of last legal permanent residence (LPR).

I look forward to bringing my skills to my home country.

Previous Next

Step 23. The **J-1 Exchange Visitor History/Location** page appears. Answer the required questions (*).

J-1 Exchange Visitor History/Location

* Are you currently in the United States?

Select an Option

* Are you now or have you ever been in the United States in J-1 visa status?

Select an Option

Previous Next

- This step is specific to an initial sponsorship application. A continuation application will instead ask for **Cross-cultural Experiences**.

J-1 Visa Sponsorship Home

Cross-cultural Experiences

* The J-1 exchange visitor visa was created to facilitate educational and cultural exchange between the United States and other countries. Therefore, in addition to being educationally and professionally rewarding, it is the U.S. Department of State's expectation that each ECFMG-sponsored J-1 physician's stay in the United States includes enriching cross-cultural experiences. Through such cross-cultural experiences, J-1 physicians are able to gain insight into U.S. customs, communities, and people while participating in rewarding educational programs.

Most residency programs provide multiple opportunities for you to share your culture, learn from others with different backgrounds, and explore your community throughout the course of a training year. Below, please provide specific examples of any cross-cultural experiences you have participated in this past year as a J-1 exchange visitor. Examples include potluck dinners, picnics, group outings to concerts, and other cultural events.

Previous Next

Step 24. Click **Next**.

Previous Next

Step 25. The **J-1 Exchange Visitor Sponsorship Applicant Release** page appears. Click the checkboxes to review the information in each document and then click **Accept**.

J-1 Sponsorship Applications | Health/Accident Insurance | Applicant/Dependent Supplemental Information | Correspondence

J-1 Visa Sponsorship Home

J-1 Exchange Visitor Sponsorship Applicant Acknowledgement and Attestation

In order to proceed with your application or request for Intealth services, please review and acknowledge that you have read, understood, and agree to the following terms, releases, policies, and/or other conditions (check the box to view the document):

☐ J-1 Sponsorship Applicant Attestation
☐ Acknowledgment of Intealth Discretion in J-1 Visa Sponsorship Determinations

Previous Next

J-1 Sponsorship Applicant Attestation

J-1 Visa Sponsorship Home

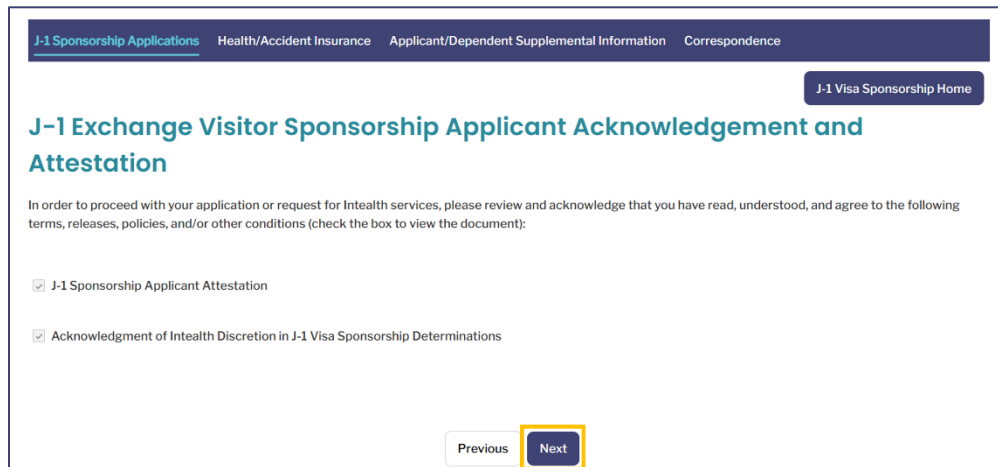
J-1 Sponsorship Applicant Attestation

I confirm the following:

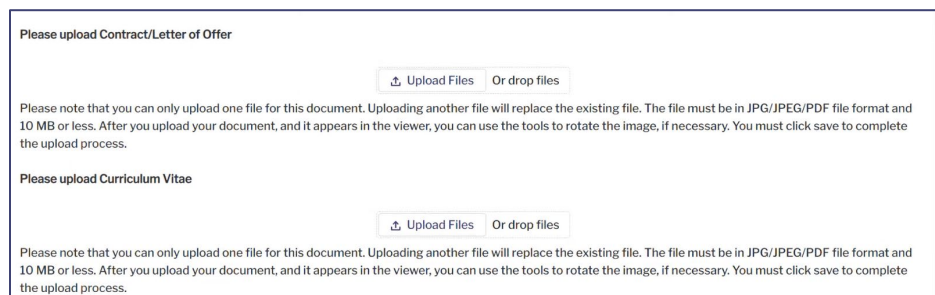
- I understand that ECFMG, a division of Intealth, is designated by the United States Department of State as a BridgeUSA sponsor for J-1 exchange visitor physicians enrolled in accredited programs of graduate medical education or training, or advanced research programs. ECFMG is the sole sponsor of J-1 physicians in clinical training programs.
- I have read the EVSP Reference Guide and the Pre-arrival Information in the EVSP section of the website and understand my obligations as a participant in the J-1 Exchange Visitor Program.
- I understand that any falsification of information on this application; submission of any falsified or altered document to Intealth, whether submitted by an applicant or by a third party (such as a medical school) on the applicant's behalf; submission of any falsified or altered Intealth and/or ECFMG document to other entities or individuals; and/or any other actions or attempted actions on the part of applicants, examinees, potential applicants; others when solicited by an applicant and/or examinee; or any other person that would or could subvert the examination, ECFMG Certification or other processes.

Previous Accept

Step 26. Click **Next**.

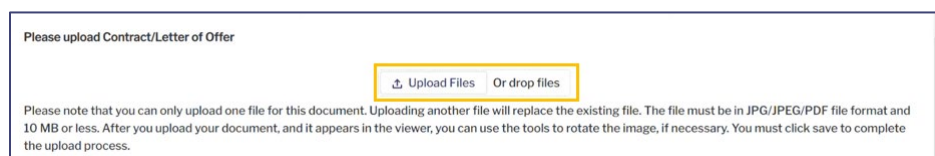


Step 27. The **Required Documentation** page appears. Use the following instructions to upload required files for this sponsorship.



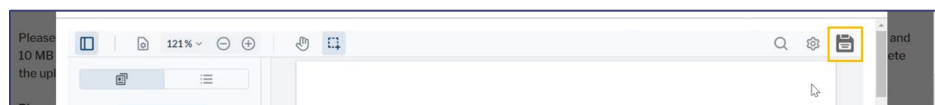
a. To upload the **Contract/Letter of Offer**:

(1) Click **Upload Files**.



(2) Select the file to upload.

(3) A preview of the file appears. Click **Save** (disk icon).



b. To upload your remaining required documentation, repeat the above steps.

Step 28. Click **Next**.

Please note that you can only upload one file for this document. Uploading another file will replace the existing file. The file must be in JPG/JPEG/PDF file format and 10 MB or less. After you upload your document, and it appears in the viewer, you can use the tools to rotate the image, if necessary. You must click save to complete the upload process.

Previous Next

Step 29. The **J-1 Visa Sponsorship Application Summary** page appears. Review the information and click **Pay for Application**.

J-1 Visa Sponsorship Application Summary

You have completed all items. Below is a summary of the information that you have provided as part of the application for J-1 visa sponsorship. Please review the summary carefully to ensure that all the information you provided is accurate. If necessary, you can change your responses by clicking **Previous**. Please note that this is the last opportunity for you to change or correct the information. Once you pay the required fee and submit the application, it will become a part of your permanent record.

View Checklist Print Summary

Previous Pay for Application

Step 30. The **Review Your Cart** page appears with an overview of the **Cart Items**.

Review Your Cart

Please review the items in your cart. If you are ready to continue with this application/request, click **Proceed to Payment**. Once you proceed to payment, you will be unable to return to this screen. If you wish to cancel this application/request, click **Previous** to return to the preceding screen and then click **Cancel**.

Important Note: Navigating away from this screen, by using the Back button in your browser or refreshing your browser, may clear your responses and restart the application/request.

 Cart Items

Product	Total
J-1 Visa Sponsorship Application	

Step 31. Click **Proceed to Payment** at the bottom of the screen.

Subtotal: \$

Total: \$

Previous Proceed to Payment

Step 32. Select your method of payment, **Card** or **Bank Account** and enter the required payment information.

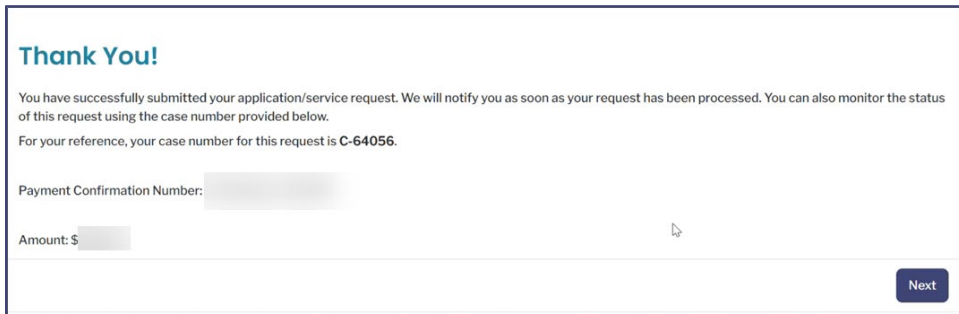
Card Bank Account

Billing Address Payment Info

Step 33. Click **Pay \$**.

A screenshot of a payment button. The button is dark blue with the text "Pay \$" in white. It is located in the top right corner of a light gray rectangular area.

- Step 34.** When the payment is successfully processed, a **Thank You!** notification message appears, and an email confirmation is sent to your email on file.
- It is recommended to document your case number (**C-#**) for this request. It helps Intealth advisors quickly locate your case.

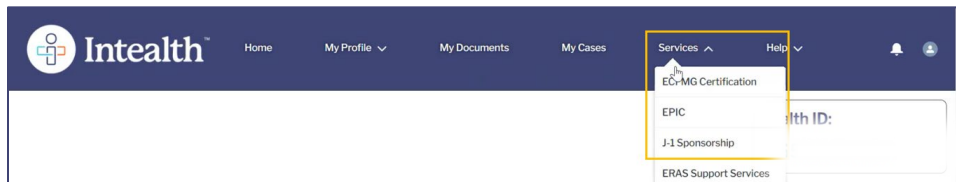
A screenshot of a "Thank You!" notification message. The message is in a light gray box with a dark blue border. It contains the following text: "Thank You!" in bold, "You have successfully submitted your application/service request. We will notify you as soon as your request has been processed. You can also monitor the status of this request using the case number provided below.", "For your reference, your case number for this request is C-64056.", "Payment Confirmation Number:" followed by a grayed-out field, and "Amount: \$" followed by a grayed-out field. A "Next" button is in the bottom right corner.

- Step 35.** Click **Next** to complete the application and return to the **MyIntealth Applicant Portal** homepage.

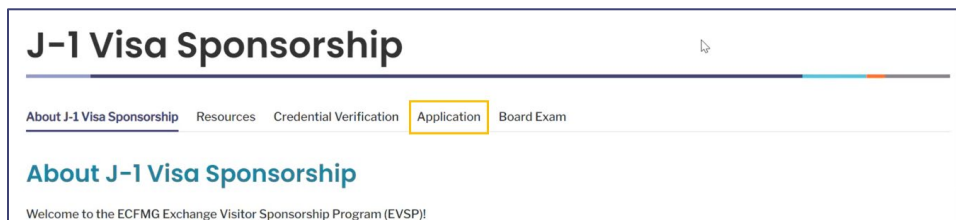
1.1.1 Add and Upload a Document to a J-1 Sponsorship Application

This section highlights how to add and upload a document to a **J-1 Sponsorship Application** within the **MyIntealth Applicant Portal**.

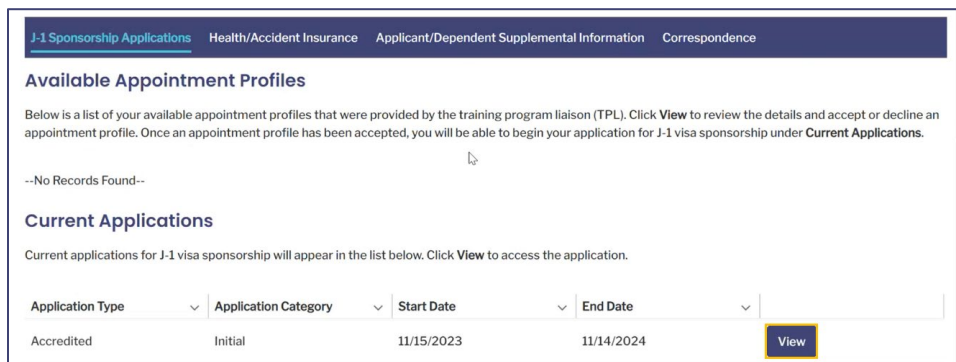
Step 1. From the **MyIntealth Applicant Portal**, in the top banner, click **Services** and select **J-1 Sponsorship** from the dropdown.



Step 2. The **J-1 Visa Sponsorship** page opens. Click the **Application** tab.



Step 3. The **J-1 Sponsorship Applications** page opens. In the **Current Applications** section, click **View** to select for which you wish to upload documentation.



Step 4. The **Current Application** page opens. Scroll to the bottom of the page and click **View and Upload Documents**.



Step 5. The **Required Documentation** section opens. Click **Add Document**.

Required Documentation

To upload documents to this application, click **Add Document**.

To view the documents that have already been uploaded to this application and those that are still pending submission, go to the **View Documents** tab.

Note: All documents uploaded to an applicant's record, by either the applicant or the TPL, can be viewed by both parties.

Add Document **View Checklist**

Step 6. A dropdown list appears. Select the appropriate document type.

Add Document **View Checklist**

Select an Option

- Required Notification of Off-site Elective/Rotation
- Required Notification of Remediation
- Sponsorship Final Medical Diploma
- Supporting Documents
- Training History Request**
- Training Program Description for Clinical Subspecialty

Step 7. The **Upload document** pop-up appears. Click **Upload Files** and select the file for upload.

Upload document

Upload Files Or drop files

Please note that you can only upload one file for this document. Uploading another file will replace the existing file. The file must be in DOCX, GIF, JPG/JPEG, PDF, PNG, or TIFF file format and 10 MB or less. After you upload your

Step 8. A preview of the document appears. Click **Save** (disk icon).

75% ▾

Save

Step 9. A **Success** notification appears indicating that the file was uploaded.

Required Documentation

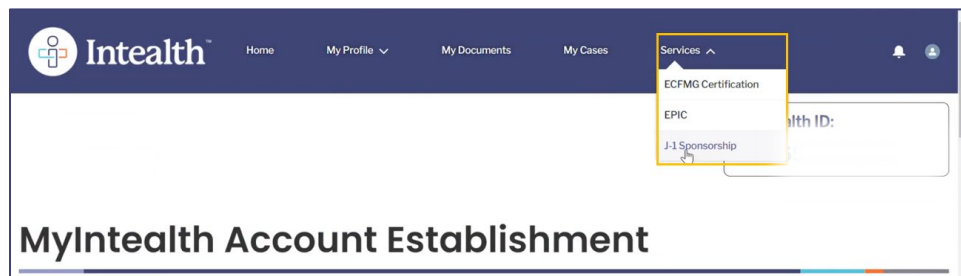
To upload documents to this application, click **Add Document**.

Success
Your file has been successfully uploaded

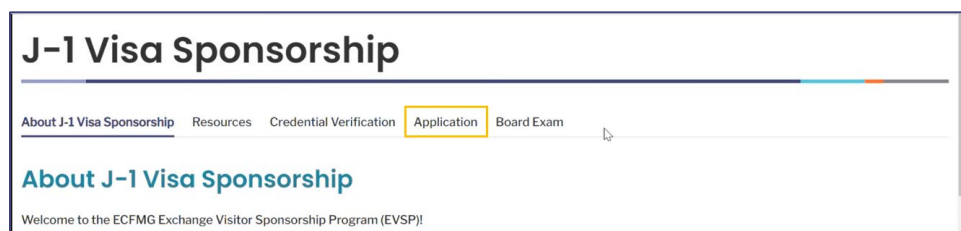
J-1 Visa Sponsorship Home

1.1.2 Add a J-2 Dependent

Step 1. From the **MyIntealth Applicant Portal**, in the top banner, click **Services** and select **J-1 Sponsorship** from the dropdown.



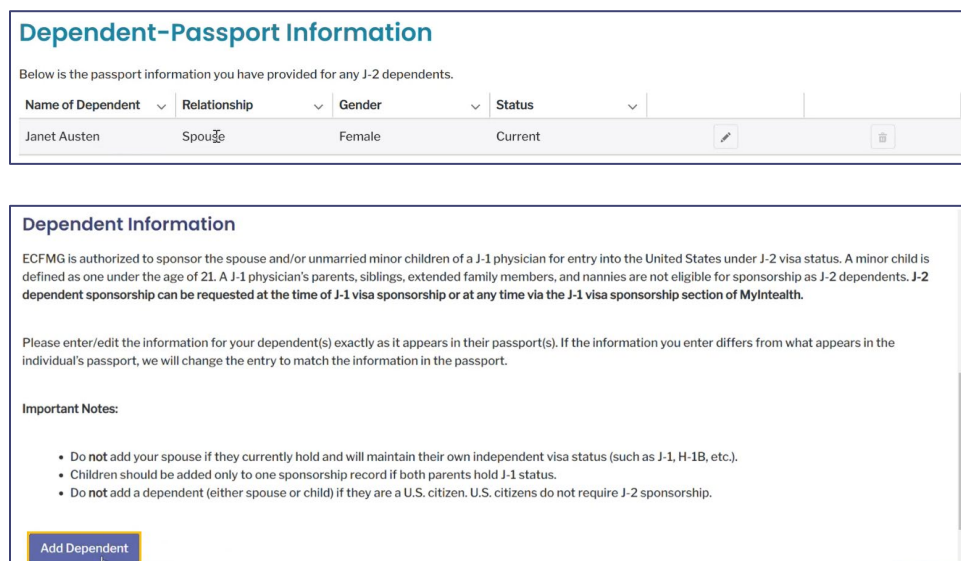
Step 2. The **J-1 Visa Sponsorship** page appears. Click the **Application** tab.



Step 3. Click the **Applicant/Dependent Supplemental Information** tab.



Step 4. Scroll to the **Dependent-Passport Information** section. Within that section, review the **Dependent Information** and click **Add Dependent**.



Step 5. A new **Dependent Information** page appears. Answer the required questions (*) related to

the dependent to be added.

* Last Name/Surname:

Rest of Name:

* Gender:

* Relationship:

* Date of Birth:

Birth State:

* Birth City:

* Birth Country:

* First Citizenship Country:

* Passport Number:

* Passport Expiration Date:

Step 6. Click Save.

* Address Information: ☒ Same address as J-1 Physician
3624 Market St
Philadelphia, Pennsylvania
19104
United States

Important Note: Please be advised that upon arrival to the United States, all accompanying J-2 dependents (spouses and children under the age of 21) are expected to reside at the same U.S. residential address as the J-1 exchange visitor.

Step 7. The **Required Documentation** page appears. Review the information and use the following instructions to continue.

Required Documentation

You must upload a copy of the biographic page (name page) from the dependent's passport. If the image of the page with the dependent's name and photo does not include the expiration date, you must upload an image of the page that includes the passport expiration date. If the text in the image of the passport page with the dependent's name and photo is not in Latin characters, you will also need to upload an image of the section of the passport that is in Latin characters.

In addition to the passport, you must upload a copy of the evidence of family relationship (Marriage/Birth/Adoption Certificate). If the evidence of family relationship certificate is not in English, the certificate(s) must include notarized English translation(s). It is your responsibility to ensure that all supporting documentation is submitted to ECFMG for review.

When you have prepared the necessary documents, click Add Document and select the appropriate document type from the list.

a. Click Add Document.

When you have prepared the necessary documents, click Add Document and select the appropriate document type from the list.

b. Select **J-2 Dependent's Passport Biographic Page** from the dropdown.

Select an Option

J-2 Dependent's Passport Biographic Page

Marriage/Birth/Adoption Certificate

c. An **Upload document** pop-up appears. Use the following instructions to upload a document.

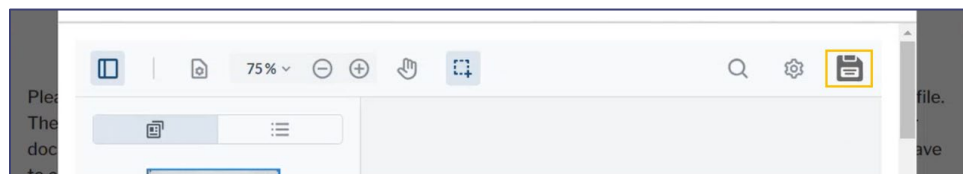
Upload document

Upload Files Or drop files

Please note that you can only upload one file for this document. Uploading another file will replace the existing file. The file must be in DOCX, GIF, JPG/JPEG, PDF, PNG, or TIFF file format and 10 MB or less. After you upload your document, and it appears in the viewer, you can use the tools to rotate the image, if necessary. You must click save to complete the upload process.

Close

- (1) Click **Upload Files**.
- (2) Select the file to upload.
- (3) A preview of the document appears. Click **Save** (disk icon).



- (4) The pop-up window now shows a preview of the document and provides the option to upload either: a **Passport Translation** or **Passport Expiration Page**. If either need to be uploaded, click the respective checkbox(es), and follow the instructions above to upload those files.

Upload document

Please note that you can only upload one file for this document. Uploading another file will replace the existing file. The file must be in DOCX, GIF, JPG/JPEG, PDF, PNG, or TIFF file format and 10 MB or less. After you upload your document, and it appears in the viewer, you can use the tools to rotate the image, if necessary. You must click save to complete the upload process.

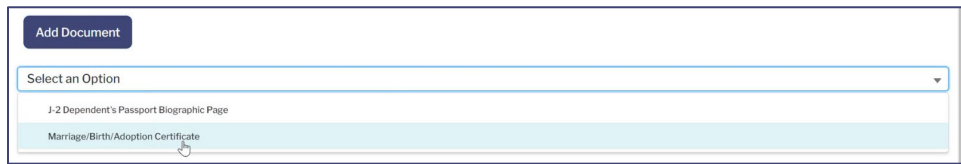
☐ Upload Passport Translation
☐ Upload Passport Expiration Page

Close

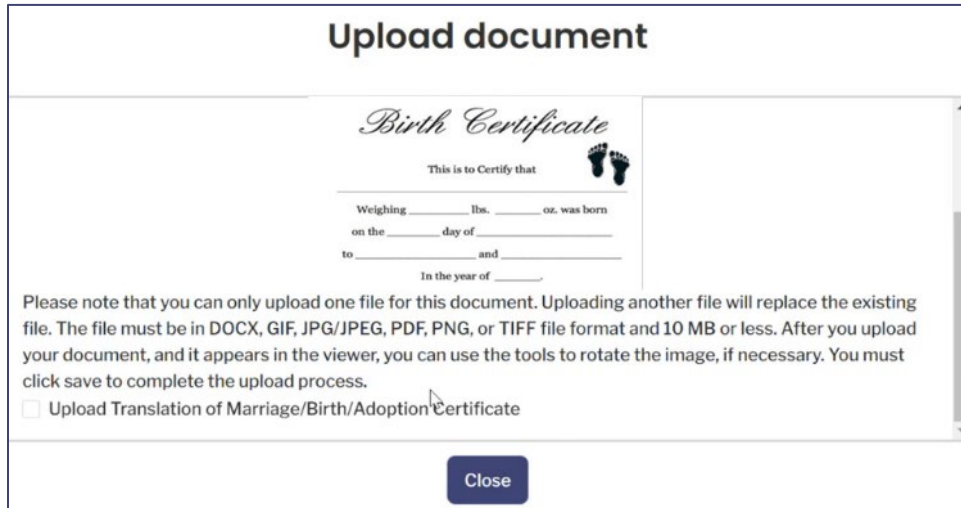
- (5) Click **Close**.

Step 8. Select either the **J-2 Dependent's Passport Biographic Page** or **Marriage/Birth/Adoption Certificate** option from the dropdown. Repeat the

instructions shown in the previous step to upload the appropriate documentation. Both documents must be added.

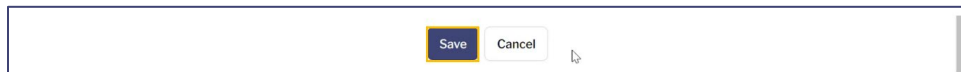


The screenshot shows a dark blue button labeled "Add Document" at the top. Below it is a dropdown menu with the text "Select an Option". Two options are visible: "J-2 Dependent's Passport Biographic Page" and "Marriage/Birth/Adoption Certificate", with the latter being highlighted in light blue.



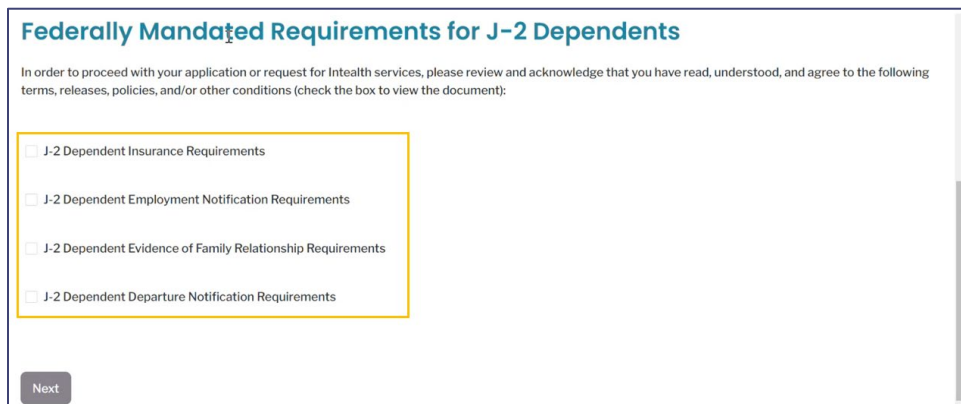
The screenshot shows a modal titled "Upload document". It features a preview of a "Birth Certificate" form with fields for weight, date, and year. Below the preview, there is a text block explaining the upload rules: "Please note that you can only upload one file for this document. Uploading another file will replace the existing file. The file must be in DOCX, GIF, JPG/JPEG, PDF, PNG, or TIFF file format and 10 MB or less. After you upload your document, and it appears in the viewer, you can use the tools to rotate the image, if necessary. You must click save to complete the upload process." Below this text is a checkbox labeled "Upload Translation of Marriage/Birth/Adoption Certificate". At the bottom right is a dark blue "Close" button.

Step 9. Once both documents (**J-2 Dependent's Passport Biographic Page** and **Marriage/Birth/Adoption Certificate**) have been uploaded, click **Save**.



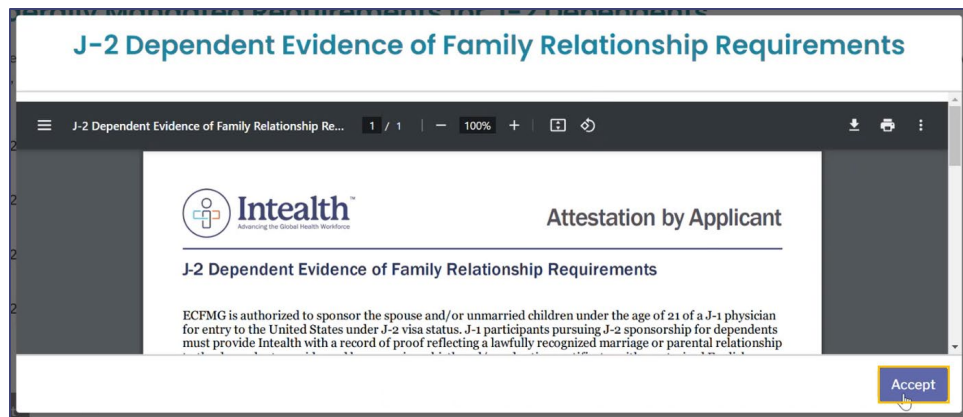
The screenshot shows a dark blue "Save" button and a light gray "Cancel" button side-by-side.

Step 10. The **Federally Mandated Requirements for J-2 Dependents** page appears. Review and acknowledge the information by clicking the checkboxes.



The screenshot shows a page titled "Federally Mandated Requirements for J-2 Dependents". It contains a paragraph of text: "In order to proceed with your application or request for Intealth services, please review and acknowledge that you have read, understood, and agree to the following terms, releases, policies, and/or other conditions (check the box to view the document):". Below this are four checkboxes, each with a label: "J-2 Dependent Insurance Requirements", "J-2 Dependent Employment Notification Requirements", "J-2 Dependent Evidence of Family Relationship Requirements", and "J-2 Dependent Departure Notification Requirements". At the bottom left is a dark gray "Next" button.

- As each checkbox is clicked, a pop-up of an associated document appears for review.
- Once reviewed, click **Accept**.



c. Continue until all checkboxes have been clicked, reviewed, and accepted.

Step 11. Click **Next**.

Federally Mandated Requirements for J-2 Dependents

In order to proceed with your application or request for Intealth services, please review and acknowledge that you have read, understood, and agree to the following terms, releases, policies, and/or other conditions (check the box to view the document):

- ☒ J-2 Dependent Insurance Requirements
- ☒ J-2 Dependent Employment Notification Requirements
- ☒ J-2 Dependent Evidence of Family Relationship Requirements
- ☒ J-2 Dependent Departure Notification Requirements

Next

Step 12. The **Passport Information** page appears again. Scroll to the **Dependent-Passport Information** section to review the **Pending** dependent.

Dependent-Passport Information

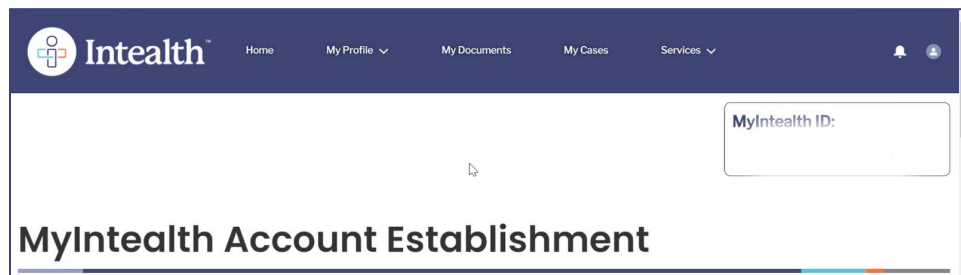
Below is the passport information you have provided for any J-2 dependents.

Name of Dependent	Relationship	Gender	Status		
Janet Austen	Spouse	Female	Current		
Thomas Austen	Child	Male	Pending		

1.2 Submit a Sponsorship Credential Verification Request

The steps outlined in this section are only for U.S. and Canadian graduates who do not need to obtain an ECFMG Certificate.

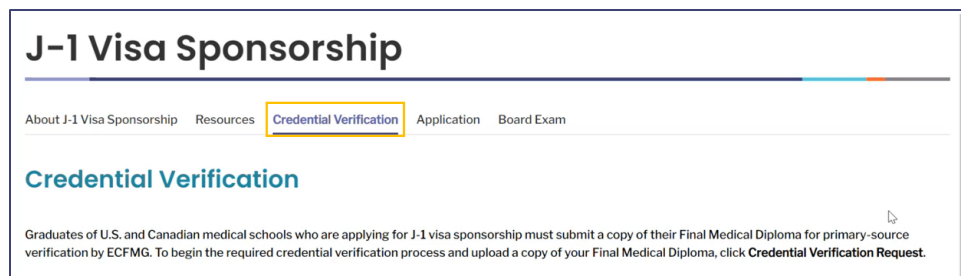
Step 1. Log in to the **MyIntealth Applicant Portal**.



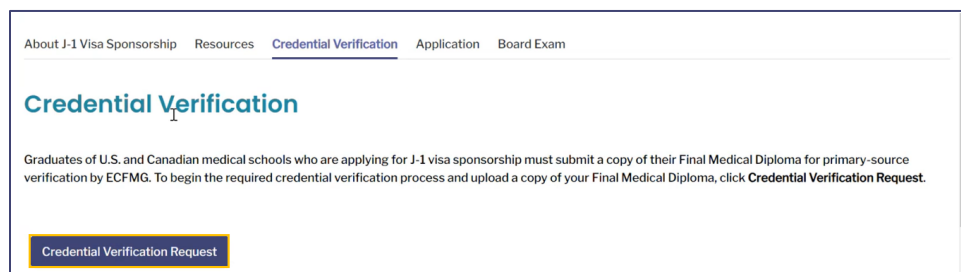
Step 2. From the **MyIntealth Applicant Portal**, in the top banner, click **Services**, and then select **J-1 Sponsorship** from the dropdown.



Step 3. Click the **Credential Verification** tab.



Step 4. Click **Credential Verification Request**.



Step 5. The **Upload Credential for Verification** section appears. Select a **Credential Type** to be uploaded using the dropdown menu.

Upload Credential for Verification

Primary-source verification is a rigorous, multi-step process that ECFMG employs to ensure the integrity and authenticity of a physician's medical education credentials. The process is not complete until we receive and accept verification of these credentials directly from the verifying institution.

Below, please upload a copy of your Final Medical Diploma for verification.

The Final Medical Diploma is the diploma issued by your medical school or university after you have completed all requirements for and been awarded your medical degree. The Final Medical Diploma may also be referred to as the Primary Medical Qualification, Carton Degree, Conferral Certificate, or Decorative Degree; this is the credential used for framing and wall-hanging purposes.

*Credential Type:

- a. Additional required (*) fields appear. Enter information for each of these fields.
- b. To upload the credential, use the following instructions.

- (1) Click **Upload Files** and select the file to upload.

*Credential Type:

*Upload Credential

Or drop files

Please note that you can only upload one file for this document. Uploading another file will replace the existing file. The file must be in DOCX, GIF, JPG/JPEG, PDF, PNG, or TIFF file format and 10 MB or less. After you upload your document, and it appears in the viewer, you can use the tools to rotate the image, if necessary. You must click save to complete the upload process.

*Degree Title

*Degree Issue Date

- (2) A preview of the document appears. Click **Save** (disk icon).

Document preview viewer showing a toolbar with a disk icon (Save) highlighted.

- c. In the **Name Documentation** section, enter the **Name on Document**.

Name Documentation

Your name as it appears on all credentials submitted to ECFMG must match exactly the name in your Intealth profile. If the names do not match exactly, you must submit documentation verifying that both names belong to one and the same person. The documentation must show your name exactly as it appears on your credential(s). For information on the documentation required to verify your name on credentials, see the [ECFMG website](#).

Name in Intealth Profile

*Name on Document

Is the name on your credential different from your current name in your Intealth profile? If yes, check the box. If no, leave it blank. ☐

- (1) If the **Name on Document** differs from the **Name in Intealth Profile**, click the checkbox.
 - (2) Additional supporting documentation needs to be uploaded to support the name difference.
 - (3) Follow the instructions previously shown to upload the supporting documentation.
- d. In the **Credential Translation** section, click the checkbox if the credential is in a language other than English.

Credential Translation

All credentials submitted to ECFMG must be in the original language. Documents that are not in English must be accompanied by an official English translation that meets ECFMG's [translation requirements](#). ECFMG will not accept any document that is not in English without an official English translation. Likewise, ECFMG will not accept an English translation of a document without a copy of the original language document from which the English translation was prepared.

Is your credential in a language other than English? If  yes, check the box. If no, leave it blank.

- (1) Additional supporting documentation needs to be uploaded.
 - (2) Follow the instructions previously shown to upload the supporting documentation.
- e. To select the medical school/institution that issued the credential, use the following instructions.

• Please select the medical school/institution that issued the credential from the list below:

Start typing to search for the issuing medical school/institution. Click the medical school/institution to select it from the search results.

Please Note: If you are submitting this credential for verification through our EPIC service, and you cannot find the issuing medical school/institution in the search results, click **Submit New Organization** to enter information for the issuing medical school/institution. If you are a student/graduate of a U.S. or Canadian medical school and submitting this credential for verification through our J-1 Sponsorship service, only medical schools located in the United States and Canada are available for selection.

 Search by name...

- (1) Search the name.

 acme med 

 **Acme Medical School**
BillingCity: Ardmore
BillingState: Pennsylvania
BillingCountry: United States

- (2) Click the medical school/institution once the name appears.

 acme med 

 **Acme Medical School**
BillingCity: Ardmore
BillingState: Pennsylvania
BillingCountry: United States

- (3) Click **Add**.

Add Organization

Verify that the organization listed below is the organization that you want to add.

Acme Medical School
8 Lancaster Ave
Ardmore, Pennsylvania 19003
United States

Step 6. Click **Next**.

Step 7. The **Credential Verification Request Summary** page appears. Review the information and make any necessary edits. Click **Next**.

About J-1 Visa Sponsorship Resources **Credential Verification** Application Board Exam

Credential Verification Request Summary

Below is a summary of the information you provided as part of this request. Please review the summary carefully to ensure that all the information you provided is accurate. If necessary, you can change your responses by clicking **Previous**.

Sponsorship Final Medical Diploma	
Degree Title	MBBS
Degree Issue Date	6/1/2023

Name on Document	Gazza Rob
Is the name on your credential different from your current name in your Intealth profile?	No
Is your credential in a language other than English? If yes, check the box. If no, leave it blank.	No

Previous **Next** Cancel

Step 8. The **Attestation by Applicant** page appears. Click the **Request for Credential Verification Attestation** checkbox to review and acknowledge the terms and policies.

About J-1 Visa Sponsorship Resources **Credential Verification** Application Board Exam

Attestation by Applicant

In order to proceed with your application or request for Intealth services, please review and acknowledge that you have read, understood, and agree to the following terms, releases, policies, and/or other conditions (check the box to view the document):

☒ Request for Credential Verification Attestation

Previous **Next** Cancel

- The attestation appears in a pop-up.
- Review the document and click **Accept**.

Request for Credential Verification Attestation

Request for Credential Verification Attestation 1 / 1 100%

Intealth
Advancing the Global Health Workforce

Attestation by Applicant

Request for Credential Verification Attestation

I hereby certify that the information in this Request was provided solely by me and is true and correct to the best of my knowledge. I understand that the decision as to whether I qualify to receive any Intealth services rests solely and exclusively with Intealth and that Intealth's decision-making authority is decisive.

Accept

Step 9. Click **Next**.

Attestation by Applicant

In order to proceed with your application or request for Intealth services, please review and acknowledge that you have read, understood, and agree to the following terms, releases, policies, and/or other conditions (check the box to view the document):

☒ Request for Credential Verification Attestation

Previous **Next** Cancel

Step 10. A **Thank You!** notification appears stating that you have successfully submitted your

application/service request.

Thank You!

You have successfully submitted your application/service request. We will notify you as soon as your request has been processed. You can also monitor the status of this request using the case number provided below.

For your reference, your case number for this request is

[Next](#)

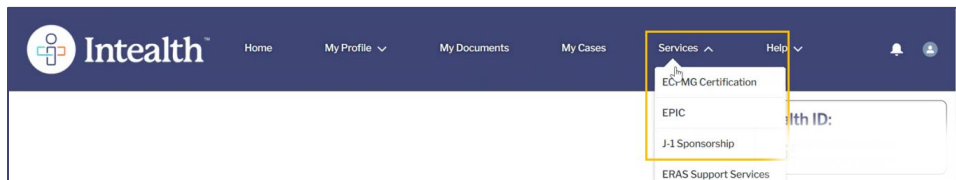
- a. It is recommended to save your case number for future reference.

Step 11. Click **Next** to return to the **MyIntealth Applicant Portal** homepage.

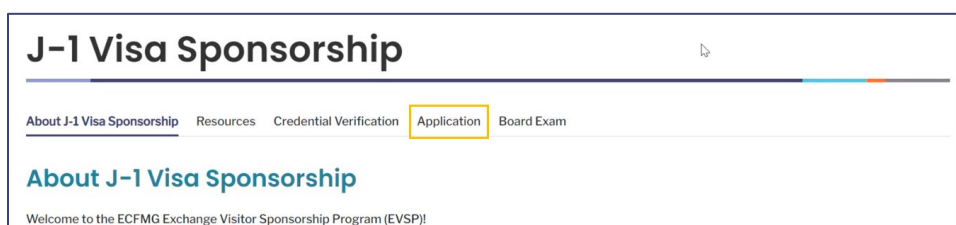
1.3 Resolve a Deficiency

Applicants are notified of a document deficiency via email. The step-by-step instructions in this section outline the process for resolving the deficiency.

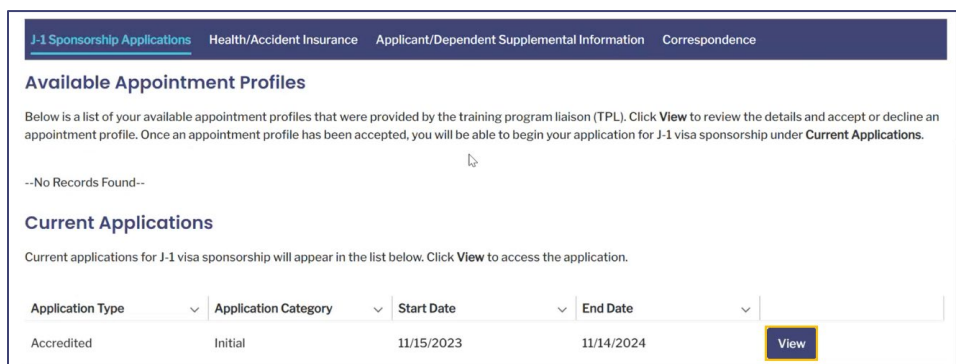
- Step 1.** From the **MyIntealth Applicant Portal**, in the top banner, click **Services**, and select **J-1 Sponsorship** from the dropdown.



- Step 2.** The **J-1 Visa Sponsorship** page opens. Click the **Application** tab.



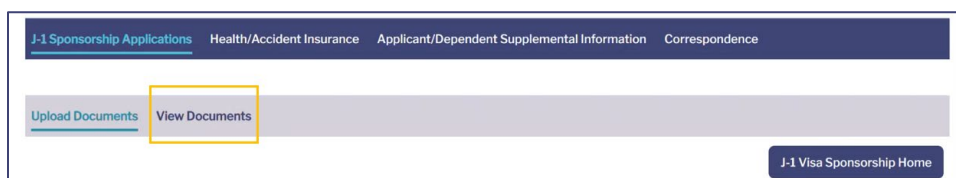
- Step 3.** Under the **Current Applications** section, click **View** for the corresponding application that has the outstanding deficiency.



- Step 4.** The **Current Application** page opens. Scroll to the bottom of the page and click **View and Upload Documents**.



- Step 5.** Click the **View Documents** tab.



Step 6. The **Uploaded Documents** page opens. Review the **Document Type** and **Status** below.

Uploaded Documents J-1 Visa Sponsorship Home

Documents that have been provided in support of a sponsorship application are listed below along with the status. If we determined that a document is deficient during review, the document status is listed as incomplete and information on the deficiency is available by clicking the **View** button in the Deficiency column. **Note:** Please click **Refresh** if a document was recently uploaded and is not displayed.

Refresh

Date Uploaded	Document Type	Uploaded By	Status	View Document	Delete Document	Deficiency
07-26-2024	Supporting Documents	Sahana Gupta	In Progress	View	Delete	View
07-03-2024	Contract/Letter of Offer	Sahana Gupta	Incomplete	View	Delete	View
07-03-2024	Curriculum Vitae	Sahana Gupta	In Progress	View	Delete	View

a. If the status is **Incomplete**, under the **Deficiency** column, click **View**.

Uploaded Documents J-1 Visa Sponsorship Home

Documents that have been provided in support of a sponsorship application are listed below along with the status. If we determined that a document is deficient during review, the document status is listed as incomplete and information on the deficiency is available by clicking the **View** button in the Deficiency column. **Note:** Please click **Refresh** if a document was recently uploaded and is not displayed.

Refresh

Date Uploaded	Document Type	Uploaded By	Status	View Document	Delete Document	Deficiency
07-26-2024	Supporting Documents	Sahana Gupta	In Progress	View	Delete	View
07-03-2024	Contract/Letter of Offer	Sahana Gupta	Incomplete	View	Delete	View
07-03-2024	Curriculum Vitae	Sahana Gupta	In Progress	View	Delete	View

b. The **Deficient Document** pop-up appears. Review the comments.

Deficient Document

The document submitted was unacceptable for the following reason(s). If further clarification for the deficiency reason is needed, additional information is available in the [Deficiencies Glossary](#). Please submit new documentation that meets the corresponding document requirements by selecting **Add Document** below.

Document Type: Contract/Letter of Offer

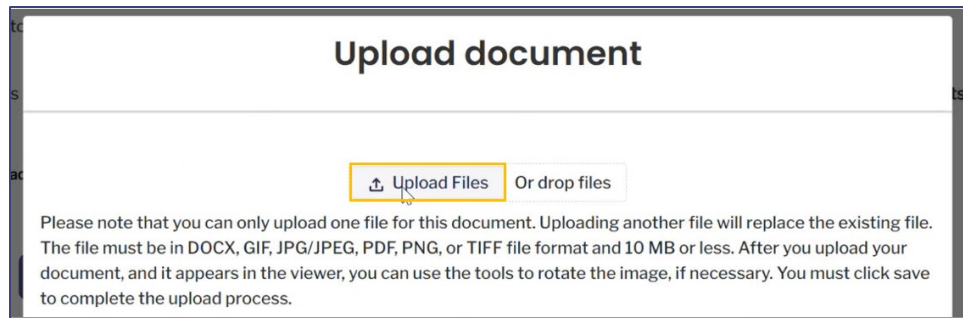
Not signed by the appropriate hospital official.

[Close](#)

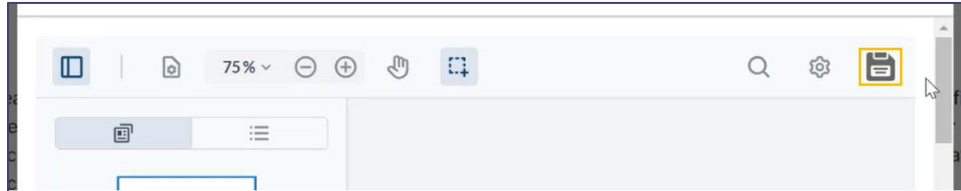
c. Scroll down and click **Add Document**.

[Add Document](#) [View Checklist](#)

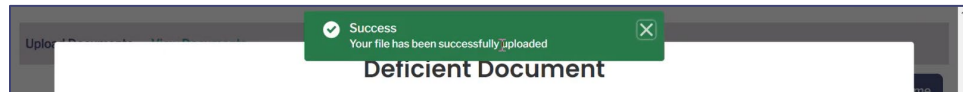
d. The **Upload document** pop-up appears. Click **Upload Files** and select the file to be uploaded.



- e. A preview of the document appears. Click **Save** (disk icon).



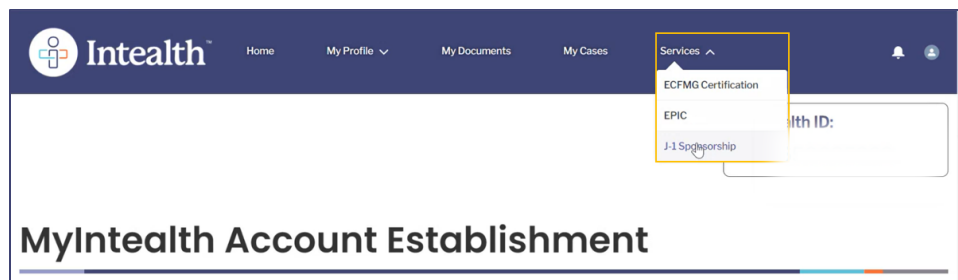
- f. A **Success** notification appears indicating that the file uploaded successfully.



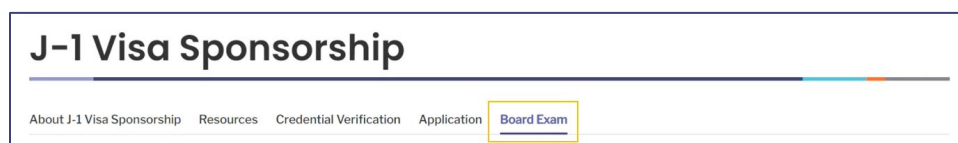
- g. The newly uploaded document is sent for review.

1.4 Submit a Board Application

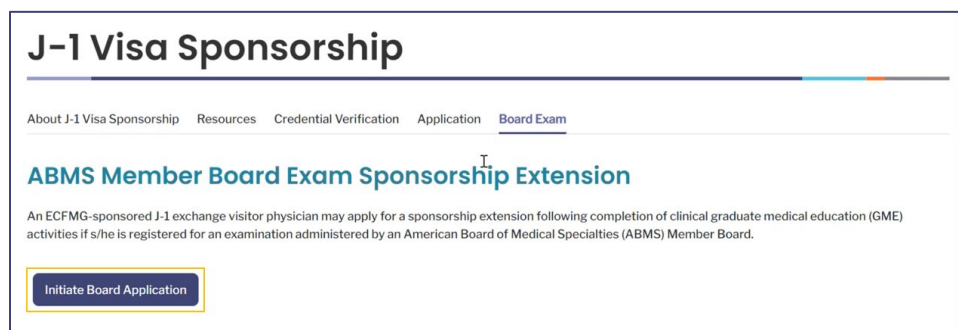
Step 1. From the **MyIntealth Applicant Portal** homepage, in the top banner, click **Services** and select **J-1 Sponsorship** from the dropdown.



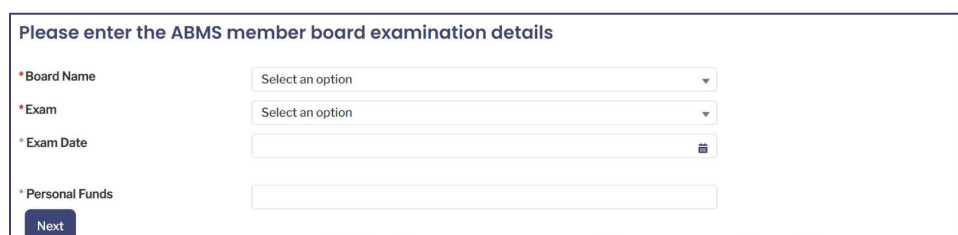
Step 2. Click the **Board Exam** tab.



Step 3. Click **Initiate Board Application**.



Step 4. Enter all required information (*) in the **ABMS Member Board Examination Details** section.



Step 5. Click **Next**.

Please enter the ABMS member board examination details

* Board Name

* Exam

* Exam Date

* Personal Funds

Step 6. The **Required Online Learning Modules for Incoming Exchange Visitor Physicians** page opens. Click the **J-1 Online Learning Modules Attestation** checkbox.

J-1 Learning Modules Attestation

In order to proceed with your application or request for Intealth services, please review and acknowledge that you have read, understood, and agree to the following terms, releases, policies, and/or other conditions (check the box to view the document):

☐ J-1 Online Learning Modules Attestation

Step 7. Review the **J-1 Online Learning Modules Attestation** popup and click **Accept**.

J-1 Online Learning Modules Attestation

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Attestation by Applicant

J-1 Online Learning Modules Attestation

I confirm that I have viewed and completed the required online learning modules.

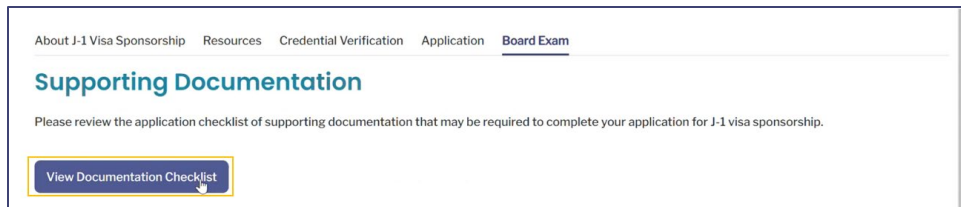
Step 8. Click **Next**.

J-1 Learning Modules Attestation

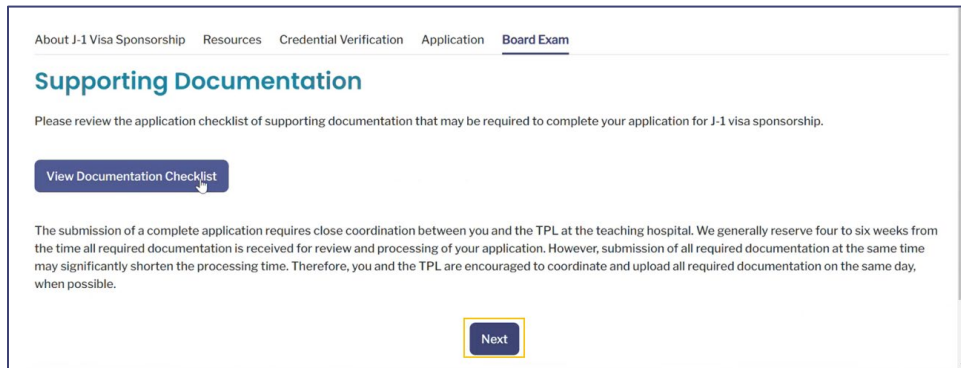
In order to proceed with your application or request for Intealth services, please review and acknowledge that you have read, understood, and agree to the following terms, releases, policies, and/or other conditions (check the box to view the document):

☒ J-1 Online Learning Modules Attestation

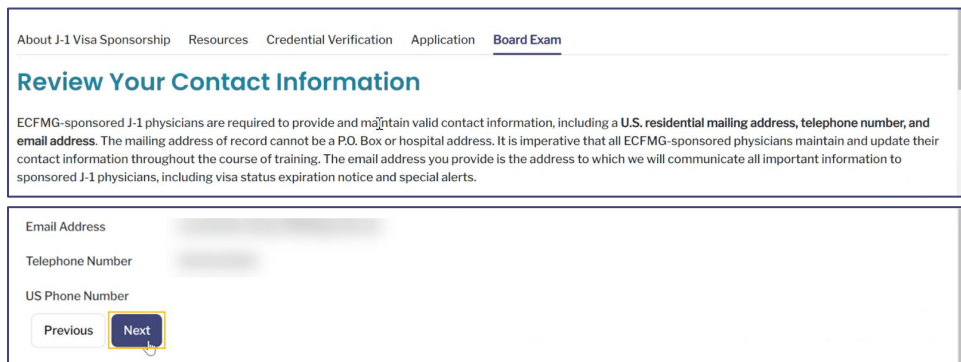
Step 9. The **Supporting Documentation** page appears. Click **View Documentation Checklist** to review the **Application Processing Instructions, Documentation Required for Continuing Applicants**, and more.



Step 10. Click **Next**.



Step 11. Review **Your Contact Information** and click **Next**.



Note: You cannot edit contact information on this page. To update your contact information, click **My Profile** in the top banner, and select **Contact Information** from the dropdown. Then, update the information as necessary and click **Save**.

Step 12. Review your **Biographic Information** and click **Next**.

[About J-1 Visa Sponsorship](#)
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[Credential Verification](#)
[Application](#)
[Board Exam](#)

Biographic Information

Please review your biographic information of record. If any information is incorrect or needs to be updated, you must go to My Profile and make the necessary changes now. If you hold dual citizenship, you can enter information for a second passport below. You must enter the information exactly as it appears in your passport. If the information you enter differs from what appears in your passport, we will change your entry to match the information in your passport.

Second Citizenship Passport Expiration Date:

Country of Most Recent Legal Permanent Residence (LPR):

Documentation of current LPR status is required if country of LPR differs from country of citizenship. The country of LPR determines the source of the Statement of Need.

[Previous](#)
[Next](#)

Step 13. Review your **Emergency Contact Information** and click **Next**.

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Emergency Contact Information

Please identify a person we can contact in case of emergency. This person may reside inside or outside the United States.

* Relationship:

☐ Add secondary contact

[Previous](#)
[Next](#)

Step 14. Review the **Passport Information** for yourself and any J-2 dependents, and then click **Next**. Refer to the [Add a J-2 Dependent](#) section for instructions on adding a J-2 dependent.

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[Credential Verification](#)
[Application](#)
[Board Exam](#)

Passport Information

Physician Applicant Passport

Below is the passport information associated with this application.

- Do not add your spouse if they currently hold and will maintain their own independent visa status (such as J-1, H-1B, etc.).
- Children should be added only to one sponsorship record if both parents hold J-1 status.
- Do not add a dependent (either spouse or child) if they are a U.S. citizen. U.S. citizens do not require J-2 sponsorship.

[Add Dependent](#)

[Previous](#)
[Next](#)

Step 15. The **Confirmation of J-1 Exchange Visitor Sponsorship Requirements** page appears. Click the checkboxes to review the information in each document and then click **Accept**.

[J-1 Sponsorship Applications](#) [Health/Accident Insurance](#) [Applicant/Dependent Supplemental Information](#) [Correspondence](#)

[J-1 Visa Sponsorship Home](#)

Confirmation of J-1 Exchange Visitor Sponsorship Requirements

In order to proceed with your application or request for Intealth services, please review and acknowledge that you have read, understood, and agree to the following terms, releases, policies, and/or other conditions (check the box to view the document):

☐ J-1 Exchange Visitor Insurance Requirements Acknowledgment

☐ J-1 Exchange Visitor Obligations to Notify Intealth

J-1 Exchange Visitor Insurance Requirements Acknowledgment

J-1 Exchange Visitor Insurance Requirements Ackno... 1 / 1 90% +

 **Attestation by Applicant**

J-1 Exchange Visitor Insurance Requirements Acknowledgment

Please be advised that federal regulation 22 CFR § 62.14 requires all J-1 exchange visitors and their J-2 dependents to obtain and maintain insurance that provides: (1) medical benefits of \$100,000 per accident or illness, (2) a maximum \$500 deductible per accident or illness, (3) medical evacuation benefits of \$50,000, (4) repatriation benefits of \$25,000, and (5) Co-insurance paid by J-1 not to exceed 25% of covered benefits per accident or illness.

[Accept](#)

J-1 Exchange Visitor Obligations to Notify Intealth

J-1 Exchange Visitor Obligations to Notify Intealth 1 / 1 90% +

 **Attestation by Applicant**

J-1 Exchange Visitor Obligations to Notify Intealth

As a J-1 program sponsor, ECFMG, a division of Intealth, must monitor any issues impacting a J-1 exchange visitor's participation in or completion of their training program, as well as the well-being of J-1 program participants and their accompanying J-2 dependents. J-1 exchange visitors are required to notify Intealth if there are any issues affecting their full-time participation in/timely completion of their training program, or of any serious matters involving a J-1 physician or J-2 dependent.

[Accept](#)

Step 16. Click **Next**.

Step 17. Review the **Cross-cultural Experiences** information and enter your cross-cultural experience examples in the textbox.

About J-1 Visa Sponsorship Resources Credential Verification Application **Board Exam**

Cross-cultural Experiences

* The J-1 exchange visitor visa was created to facilitate educational and cultural exchange between the United States and other countries. Therefore, in addition to being educationally and professionally rewarding, it is the U.S. Department of State's expectation that each ECFMG-sponsored J-1 physician's stay in the United States includes enriching cross-cultural experiences. Through such cross-cultural experiences, J-1 physicians are able to gain insight into U.S. customs, communities, and people while participating in rewarding educational programs.

I

Most residency programs provide multiple opportunities for you to share your culture, learn from others with different backgrounds, and explore your community throughout the course of a training year. Below, please provide specific examples of any cross-cultural experiences you have participated in this past year as a J-1 exchange visitor. Examples include potluck dinners, picnics, group outings to concerts, and other cultural events.

[Previous](#) [Next](#)

Step 18. Click **Next**.

I attended dinner with colleagues for the holidays.

[Previous](#) [Next](#)

Step 19. Review the information on the **J-1 Exchange Visitor Sponsorship Applicant Acknowledgement and Attestation** page. Click the checkboxes to review the information in each document and then click **Accept**.

About J-1 Visa Sponsorship Resources Credential Verification Application **Board Exam**

J-1 Exchange Visitor Sponsorship Applicant Acknowledgement and Attestation

In order to proceed with your application or request for Intealth services, please review and acknowledge that you have read, understood, and agree to the following terms, releases, policies, and/or other conditions (check the box to view the document):

☐ J-1 Sponsorship Applicant Attestation

☐ Acknowledgment of Intealth Discretion in J-1 Visa Sponsorship Determinations

J-1 Sponsorship Applicant Attestation



Intealth
Advancing the Global Health Workforce

Attestation by Applicant

J-1 Sponsorship Applicant Attestation

I confirm the following:

- I understand that ECFMG, a division of Intealth, is designated by the United States Department of State

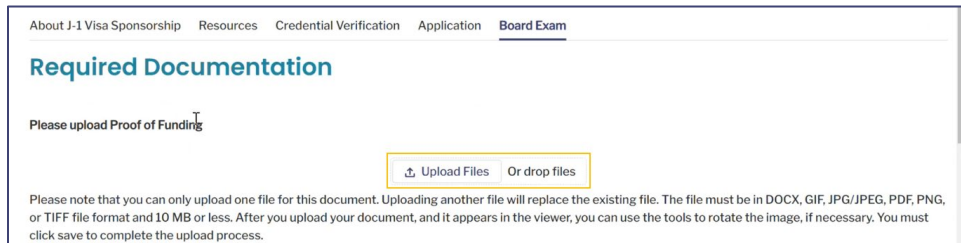
[Accept](#)

Step 20. Click **Next**.

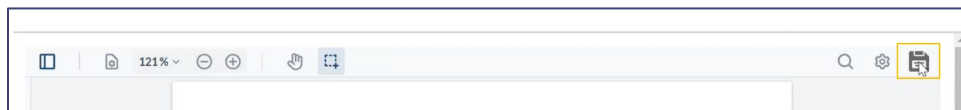


Step 21. The **Required Documentation** page appears. Use the following instructions to upload all required documents.

- Click **Upload Files** and select the file to upload.

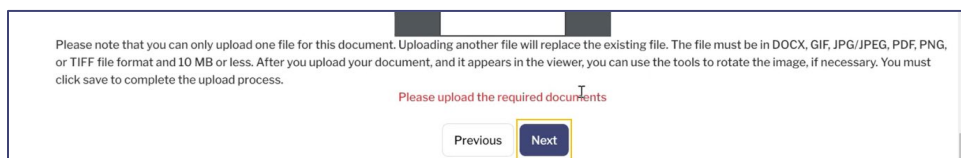


- A preview of the file appears. Click **Save** (disk icon).



- A **Success** notification appears, and a thumbnail file preview appears under the **Upload Files** button.
- Repeat these upload steps for all required document uploads (e.g., **Proof of Funding**, **Proof of ABMS board registration**, **Form I-644**, etc.).

Step 22. Click **Next**.



Step 23. The **J-1 Visa Sponsorship Application Summary** page appears. Review the information and click **Pay for Application**.

The screenshot shows the 'J-1 Visa Sponsorship Application Summary' page. At the top, there is a navigation bar with links: 'About J-1 Visa Sponsorship', 'Resources', 'Credential Verification', 'Application', and 'Board Exam'. Below the navigation bar is the title 'J-1 Visa Sponsorship Application Summary'. A paragraph of text follows: 'You have completed all items. Below is a summary of the information that you have provided as part of the application for J-1 visa sponsorship. Please review the summary carefully to ensure that all the information you provided is accurate. If necessary, you can change your responses by clicking **Previous**. Please note that this is the last opportunity for you to change or correct the information. Once you pay the required fee and submit the application, it will become a part of your permanent record.' Below this text are two buttons: 'View Checklist' and 'Print Summary'. At the bottom of the page, there are two buttons: 'Previous' and 'Pay for Application', with the 'Pay for Application' button highlighted by a yellow border.

Step 24. The **Review Your Cart** page appears with an overview of your **Cart Items**. Click **Proceed to Payment**.

The screenshot shows the 'Review Your Cart' page. At the top, there is a navigation bar with links: 'About J-1 Visa Sponsorship', 'Resources', 'Credential Verification', 'Application', and 'Board Exam'. Below the navigation bar is the title 'Review Your Cart'. A paragraph of text follows: 'Please review the items in your cart. If you are ready to continue with this application/request, click **Proceed to Payment**. Once you proceed to payment, you will be unable to return to this screen. If you wish to cancel this application/request, click **Previous** to return to the preceding screen and then click **Cancel**.' Below this text is an 'Important Note': 'Important Note: Navigating away from this screen, by using the Back button in your browser or refreshing your browser, may clear your responses and restart the application/request.' Below the note is a table with the heading 'Cart Items'. The table has two columns: 'Product' and 'Total'. The first row shows 'J-1 Visa Sponsorship Application' with a total of '\$ 1,100.00'. Below the table, there is a large 'Total: \$ 1,100.00' label. At the bottom of the page, there are two buttons: 'Previous' and 'Proceed to Payment', with the 'Proceed to Payment' button highlighted by a yellow border.

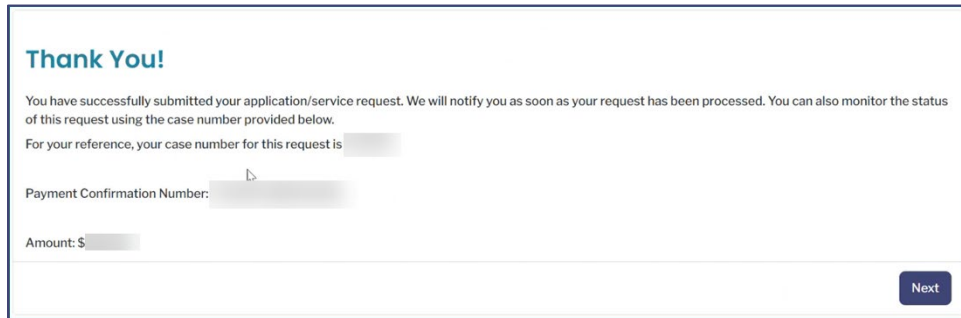
Step 25. Select your method of payment, **Card** or **Bank Account**, and enter your payment information as required.

The screenshot shows the payment method selection page. At the top, there are two buttons: 'Card' and 'Bank Account'. Below these buttons, there are two sections: 'Billing Address' and 'Payment Info'. The 'Payment Info' section is highlighted by a yellow border.

Step 26. Click **Pay \$**.

The screenshot shows the final payment confirmation page. At the bottom right, there is a button labeled 'Pay \$' highlighted by a yellow border.

- Step 27.** When the payment is successfully processed, a **Thank You!** notification message appears, and an email confirmation is sent to your email on file.
- a. It is recommended to document your case number (**C-#**) for this request. It helps Intealth advisors quickly locate your case.



The screenshot shows a confirmation page titled "Thank You!". The text on the page reads: "You have successfully submitted your application/service request. We will notify you as soon as your request has been processed. You can also monitor the status of this request using the case number provided below." Below this, it says "For your reference, your case number for this request is" followed by a redacted case number. Then, it says "Payment Confirmation Number:" followed by a redacted number. At the bottom left, it says "Amount: \$" followed by a redacted amount. A "Next" button is located in the bottom right corner of the page.

- Step 28.** Click **Next** to return to the **MyIntealth Applicant Portal** homepage.