



Intealth[®]
Advancing the Global Health Workforce

MyIntealth™ Applicant User Guide: J-1 Visa Sponsorship

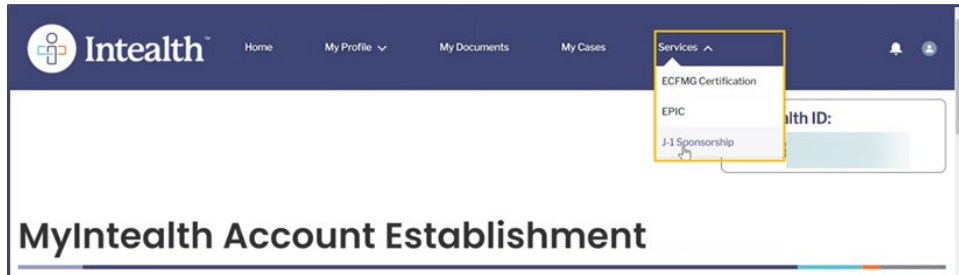
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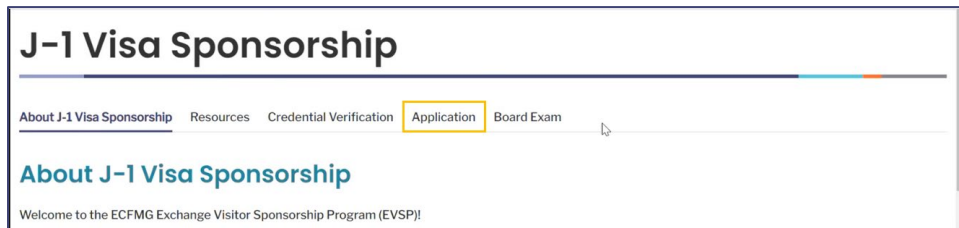
1 J-1 Sponsorship

1.1 Submit a J-1 Visa Sponsorship Application

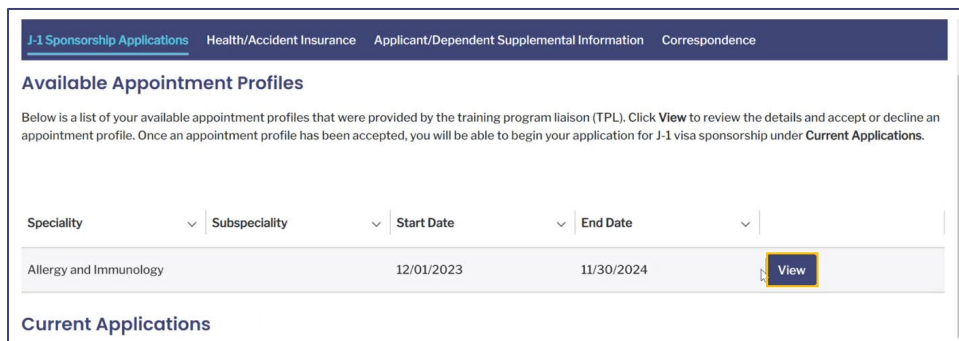
Step 1. From the **MyIntealth Applicant Portal**, in the top banner, click **Services** and select **J-1 Sponsorship** from the drop-down menu.



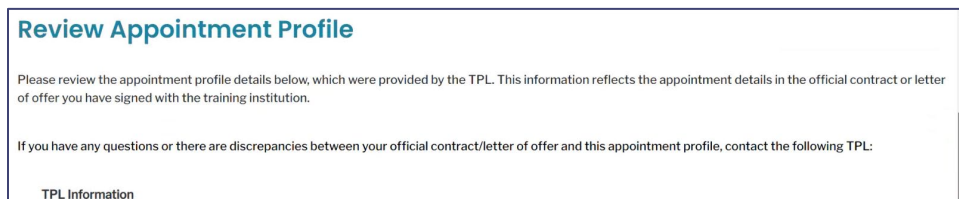
Step 2. The **J-1 Visa Sponsorship** page appears. Click the **Application** tab.



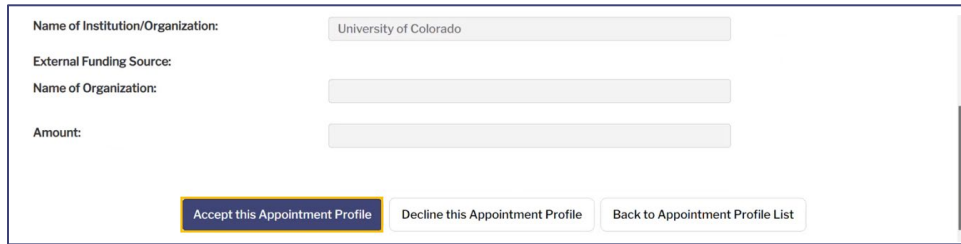
Step 3. The **J-1 Sponsorship Applications** information appears. Under the **Available Appointment Profiles** section, click **View** for the appropriate appointment profile to review the details and accept or decline that appointment profile.



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



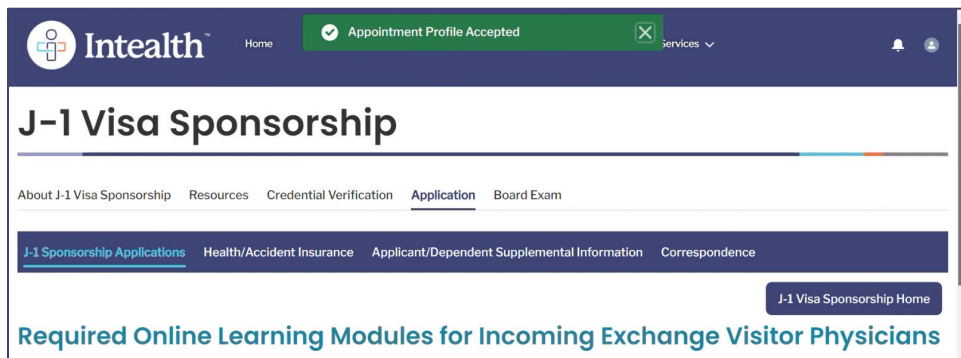
Step 5. Click **Accept this Appointment Profile**.



The screenshot shows a form with the following fields: "Name of Institution/Organization:" with the value "University of Colorado"; "External Funding Source:"; "Name of Organization:"; and "Amount:". At the bottom, there are three buttons: "Accept this Appointment Profile" (highlighted with a yellow border), "Decline this Appointment Profile", and "Back to Appointment Profile List".

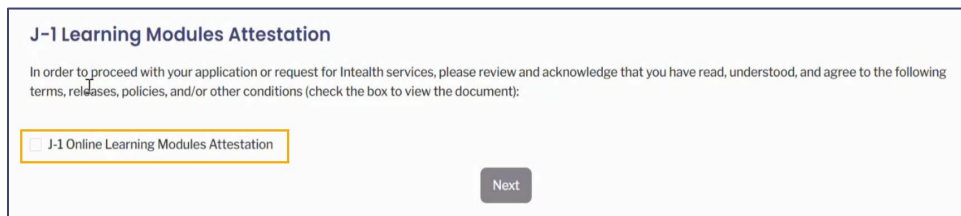
Note: After reviewing the appointment profile information, you may opt to **Decline the Appointment Profile** instead. If declined, you will not be able to move forward with the application.

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



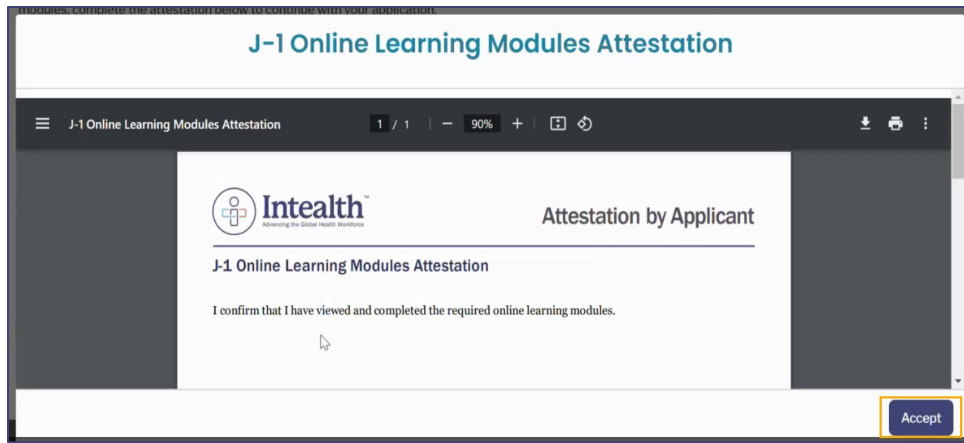
The screenshot shows the Intealth website header with a green notification bar that says "Appointment Profile Accepted". The main content area is titled "J-1 Visa Sponsorship" and includes a navigation menu with "Application" selected. Below the menu, there is a section titled "Required Online Learning 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.

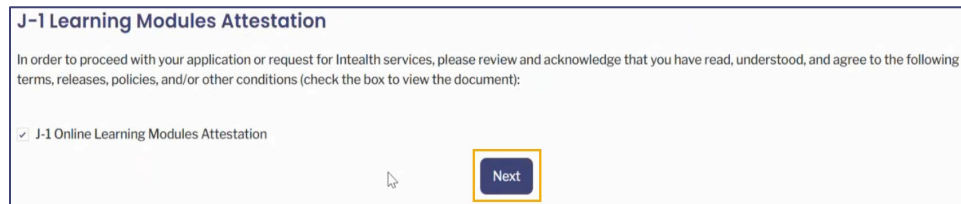


The screenshot shows a form titled "J-1 Learning Modules Attestation". It contains the text: "In order to proceed with your application or request for Intealth services, please review and acknowledge that you have read, understood, and agree to the following terms, releases, policies, and/or other conditions (check the box to view the document):". Below this text is a checkbox labeled "J-1 Online Learning Modules Attestation" (highlighted with a yellow border) and a "Next" button.

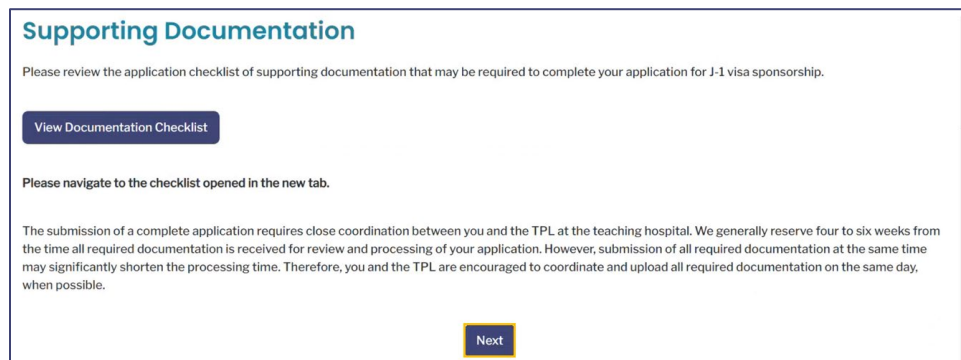
Step 8. Review the **J-1 Online Learning Modules Attestation** pop-up and click **Accept**.



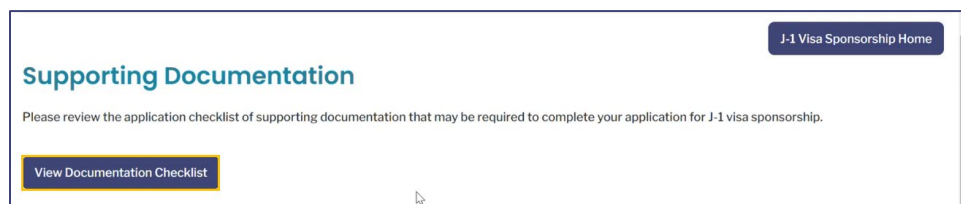
Step 9. Click **Next**.



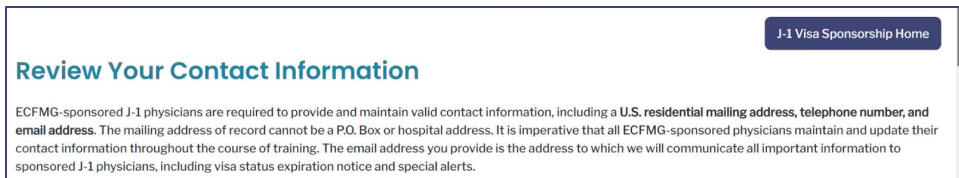
Step 10. The **Supporting Documentation** page appears. Review the information and click **Next**.



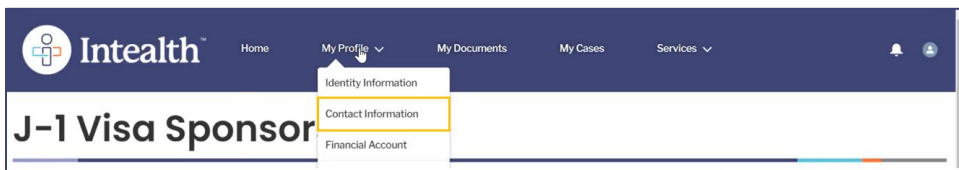
- a. To review a checklist of supporting documentation that may be required for your **J-1 Visa Sponsorship** application, click **View Documentation Checklist**. The checklist automatically opens in a new browser tab.



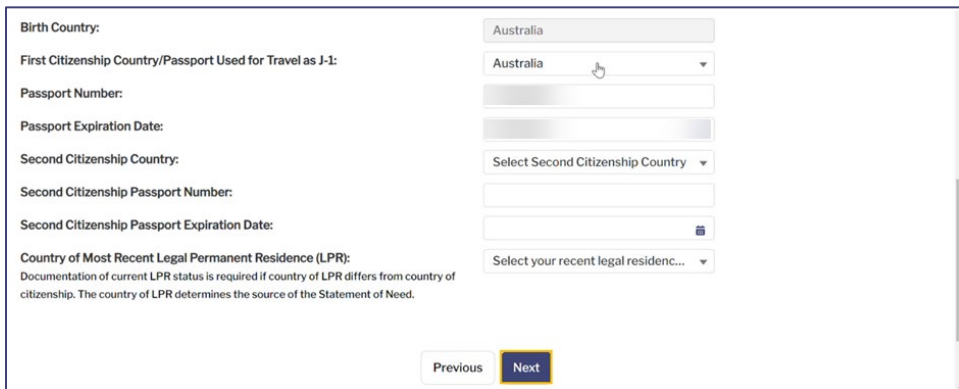
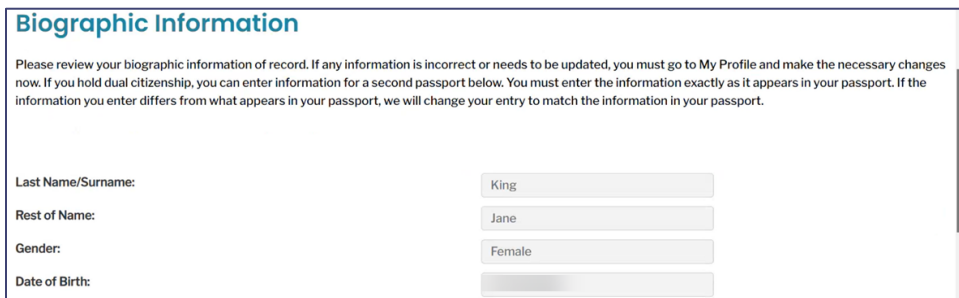
Step 11. The **Review Your Contact Information** page appears. Review the information for accuracy and click **Next**.



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 drop-down menu. Then, update the information as necessary and click **Save**.

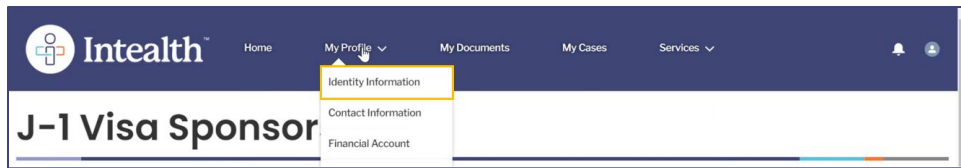


Step 12. The **Biographic Information** page appears. Review the information and update any required fields (*). Click **Next**.



Note: The name on record must exactly match your name as it appears on your current, unexpired passport.

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 drop-down menu.



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

Note: *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**.

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

- 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**.

The screenshot shows a form with the following fields: 'State' (dropdown menu with '-Select-' selected), '* 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 of the form are two buttons: 'Previous' and 'Next'. The 'Next' button is highlighted with a yellow border.

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

The screenshot shows the 'Passport Information' page. It has a title 'Passport Information' and a subtitle 'Physician Applicant Passport'. Below the subtitle is the text 'Below is the passport information associated with this application.' There is a table with the following columns: 'Applicant Name', 'Gender', and 'Action'. The table contains one row with the following data: 'Jane King', 'Female', and a pencil icon. The pencil icon is highlighted with a mouse cursor.

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.

The screenshot shows a message box with the text 'There are currently no dependents on record.' and a blue button labeled 'Add Dependent'.

- 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**.

The screenshot shows the same message box as in Step 18, but with the 'Next' button highlighted with a yellow border.

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 \$200 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. If you are an initial applicant for J-1 visa sponsorship, a **J-1 Exchange Visitor History/Location** page appears. Answer the required questions (*).

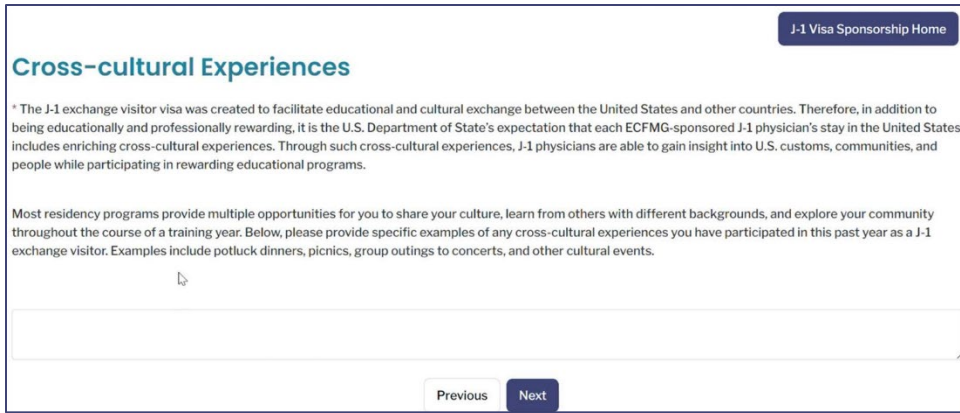
J-1 Exchange Visitor History/Location

* Are you currently in the United States?
Select an Option

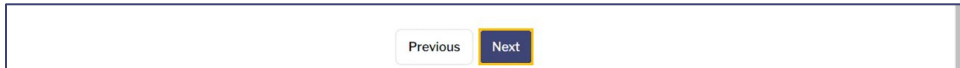
* Are you now or have you ever been in the United States in J-1 visa status?
Select an Option

Previous Next

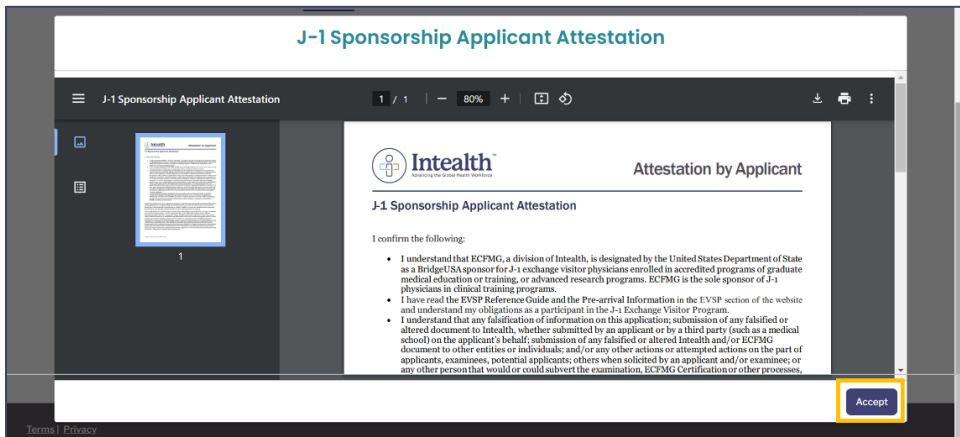
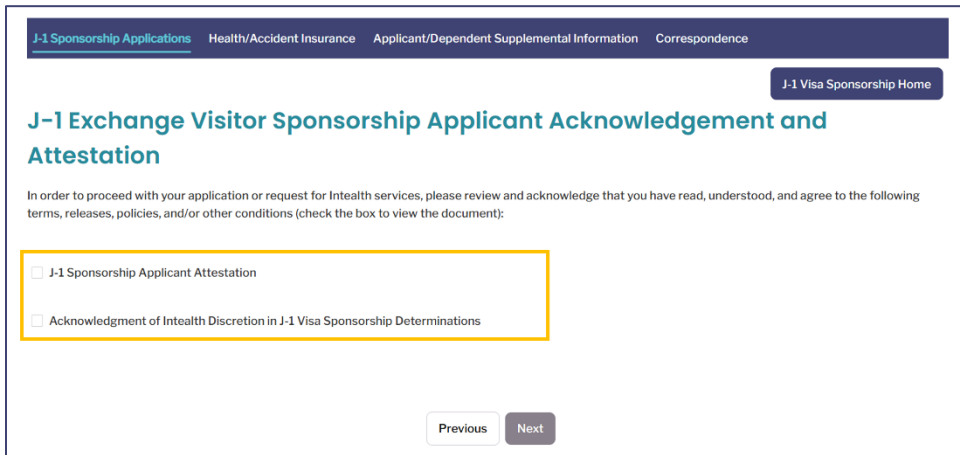
- a. If you are a continuing applicant for J-1 visa sponsorship, you will instead be asked to provide a description of **Cross-cultural Experiences** from the past year. Please be sure to provide specific examples.



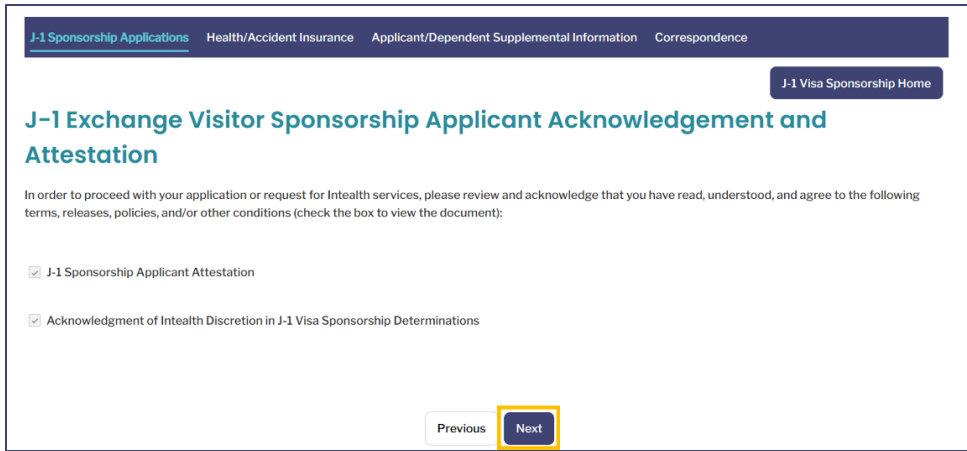
Step 24. Click **Next**.



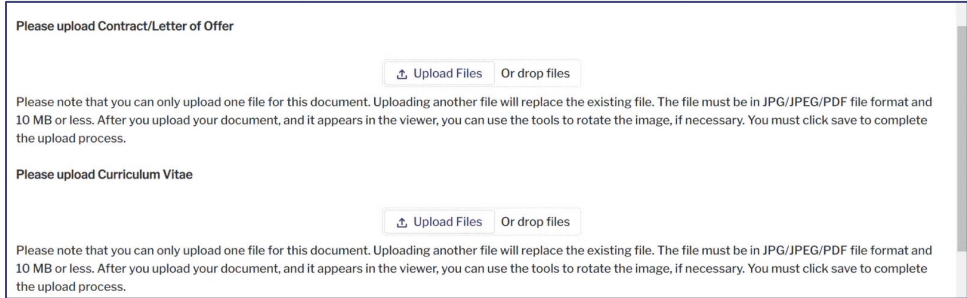
Step 25. The **J-1 Exchange Visitor Sponsorship Applicant Acknowledgement and Attestation** page appears. Click the checkboxes to review the information in each document and then click **Accept**.



Step 26. Click **Next**.

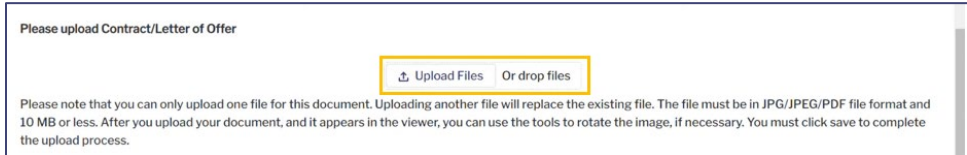


Step 27. The **Required Documentation** page appears. Use the following instructions to upload required files for this sponsorship.



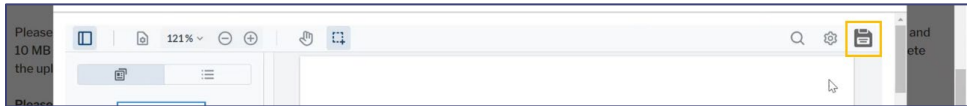
a. To upload the **Contract/Letter of Offer**:

(1) Click **Upload Files**.



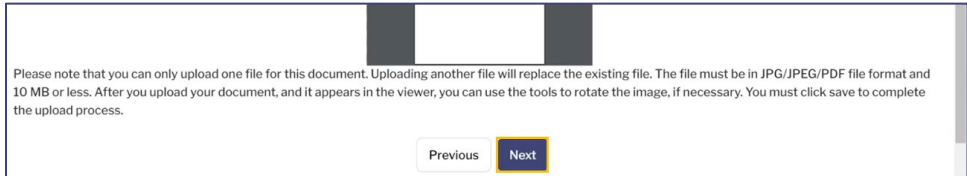
(2) Select the file to upload.

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

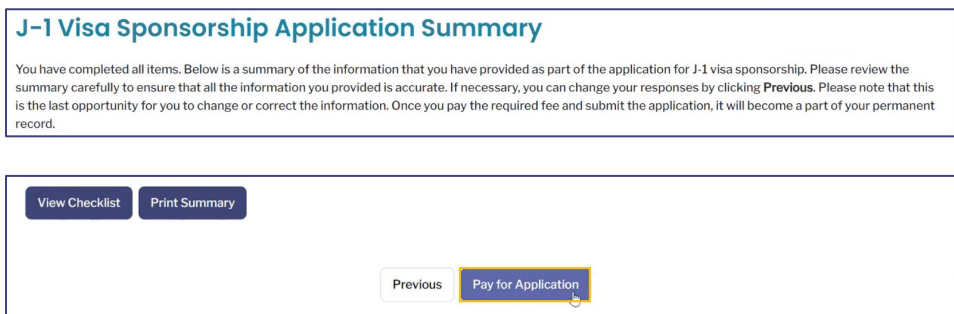


b. To upload your remaining required documentation, repeat the above steps.

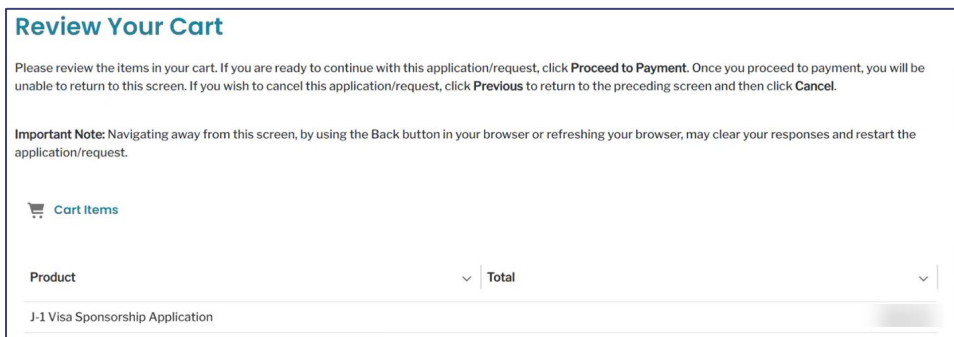
Step 28. Click **Next**.



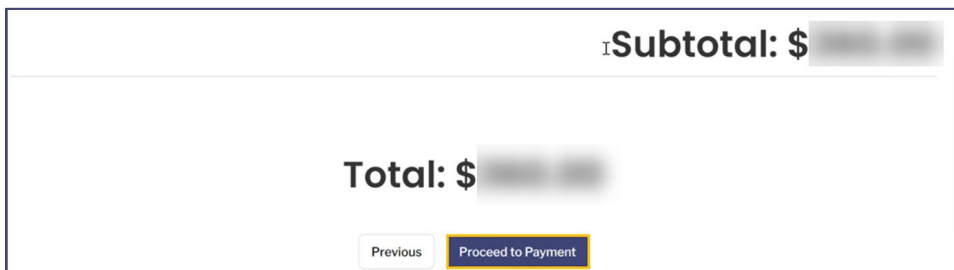
Step 29. The **J-1 Visa Sponsorship Application Summary** page appears. Review the information and click **Pay for Application**.



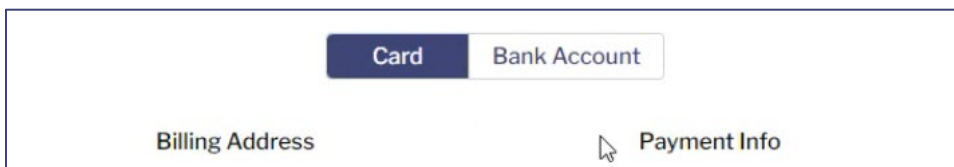
Step 30. The **Review Your Cart** page appears with an overview of the **Cart Items**.



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



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

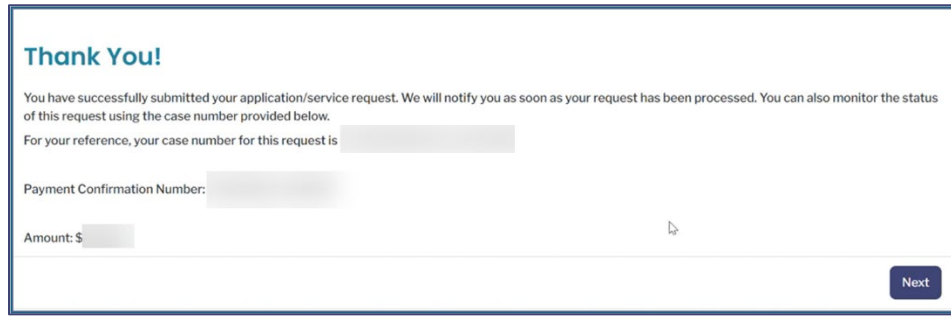


Step 33. Click **Pay \$**.



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.

- a. It is recommended to document your case number (C-#) for this request. It helps Intealth advisors quickly locate your case.



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 [redacted]

Payment Confirmation Number: [redacted]

Amount: \$ [redacted]

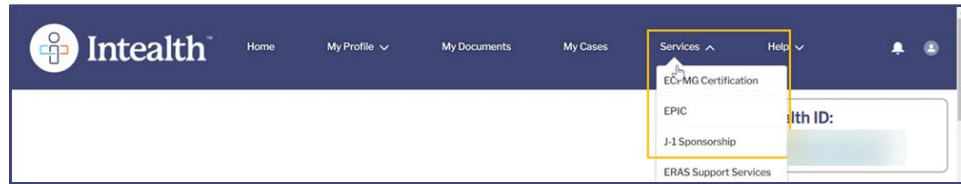
[Next](#)

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

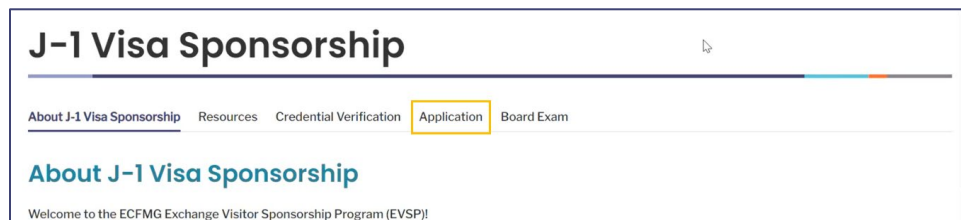
1.1.1 Add and Upload a Document to a J-1 Sponsorship Application

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

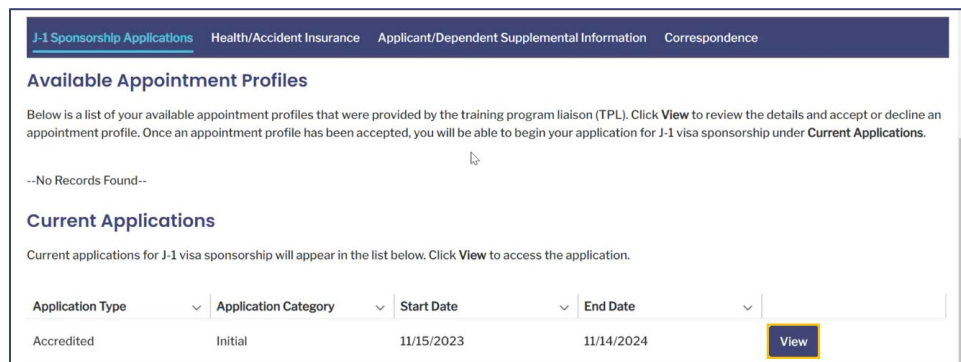
Step 1. From the **MyIntealth Applicant Portal**, in the top banner, click **Services** and select **J-1 Sponsorship** from the drop-down menu.



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



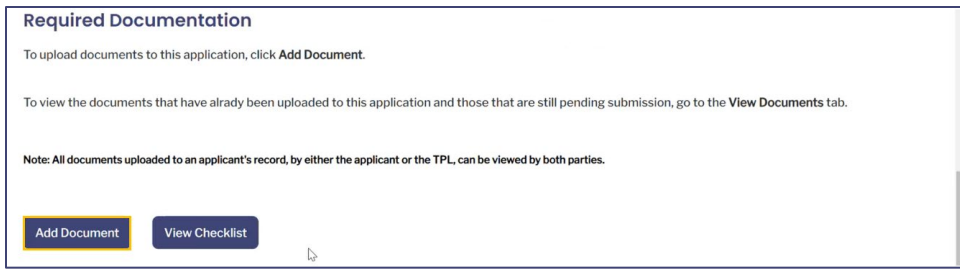
Step 3. The **J-1 Sponsorship Applications** page opens. In the **Current Applications** section, click **View** to select for which you wish to upload documentation.



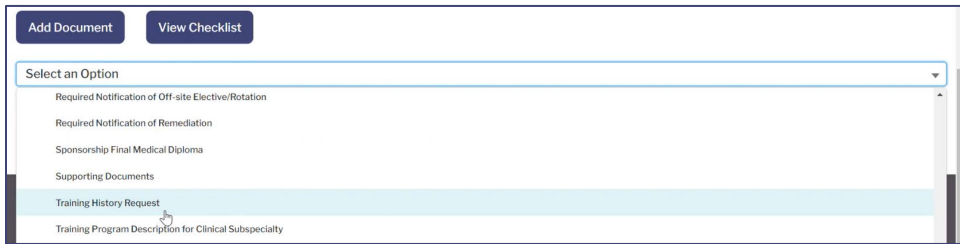
Step 4. The **Current Application** page opens. Scroll to the bottom of the page and click **View and Upload Documents**.



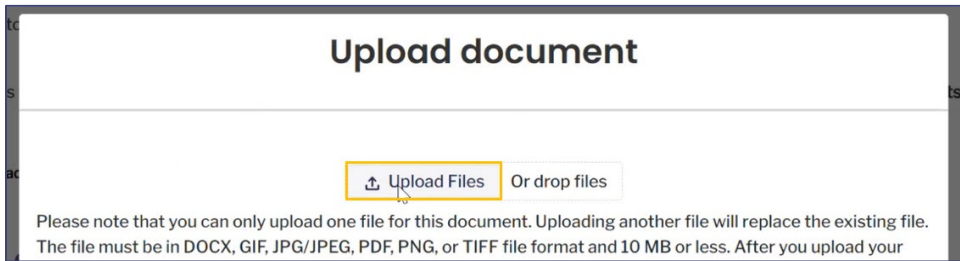
Step 5. The **Required Documentation** section opens. Click **Add Document**.



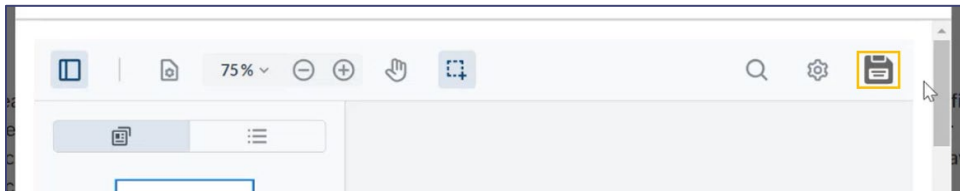
Step 6. A drop-down menu list appears. Select the appropriate document type.



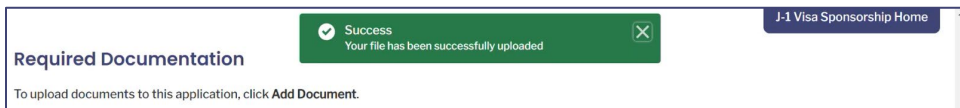
Step 7. The **Upload document** pop-up appears. Click **Upload Files**, and select the file for upload.



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

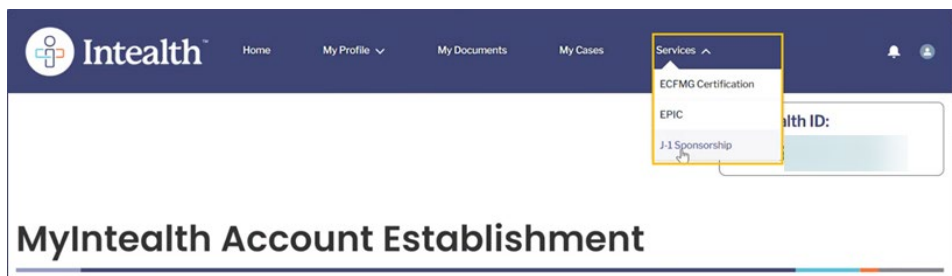


Step 9. A **Success** notification appears indicating that the file was uploaded.

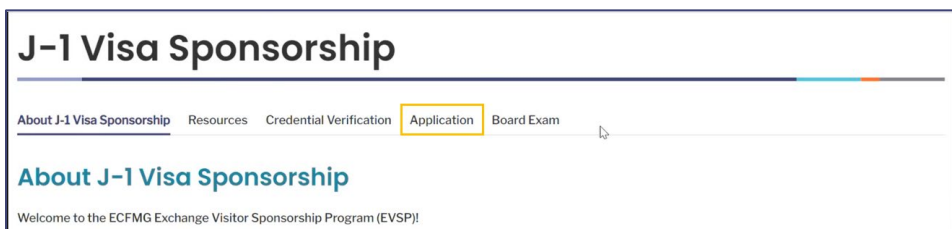


1.1.2 Add a J-2 Dependent

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



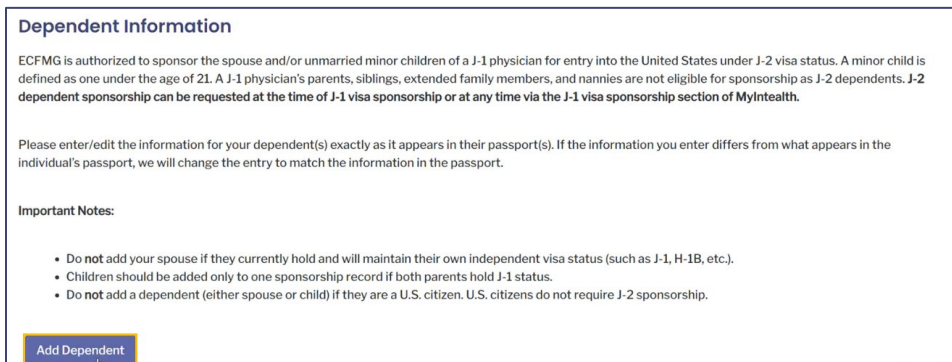
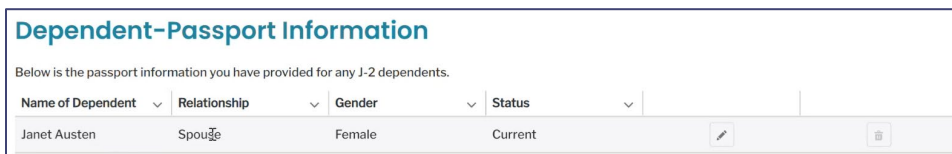
Step 2. The **J-1 Visa Sponsorship** page appears. Click the **Application** tab.



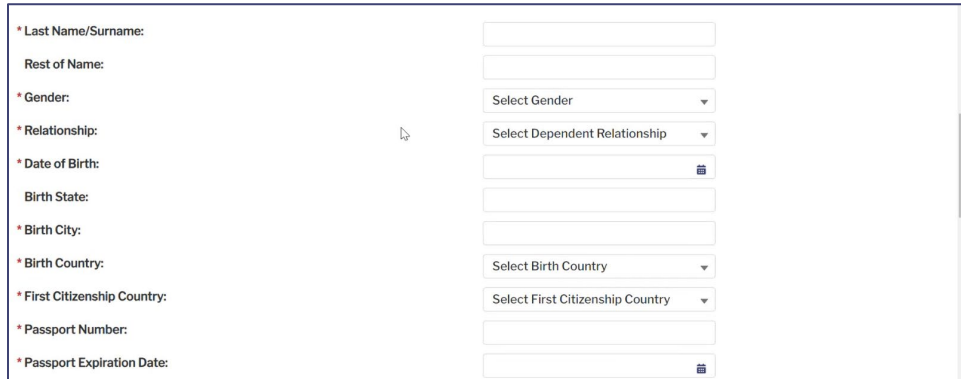
Step 3. Click the **Applicant/Dependent Supplemental Information** tab.



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.

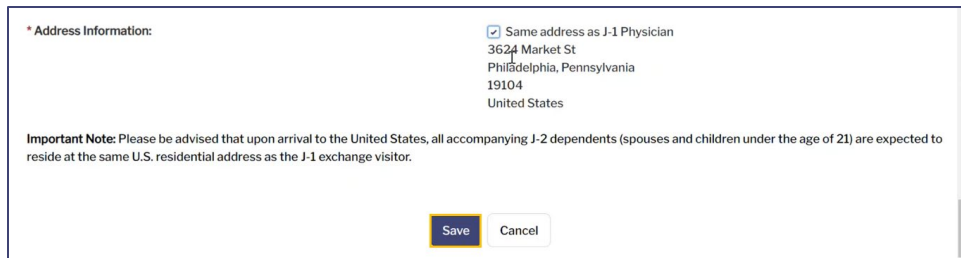


The screenshot shows a form titled "Dependent Information" with the following fields:

- * Last Name/Surname: [Text Input]
- Rest of Name: [Text Input]
- * Gender: [Dropdown Menu: Select Gender]
- * Relationship: [Dropdown Menu: Select Dependent Relationship]
- * Date of Birth: [Text Input with calendar icon]
- Birth State: [Text Input]
- * Birth City: [Text Input]
- * Birth Country: [Dropdown Menu: Select Birth Country]
- * First Citizenship Country: [Dropdown Menu: Select First Citizenship Country]
- * Passport Number: [Text Input]
- * Passport Expiration Date: [Text Input with calendar icon]

Note: The J-2 Dependent's name on record must exactly match their name as it appears on their current, unexpired passport.

Step 6. Click **Save**.

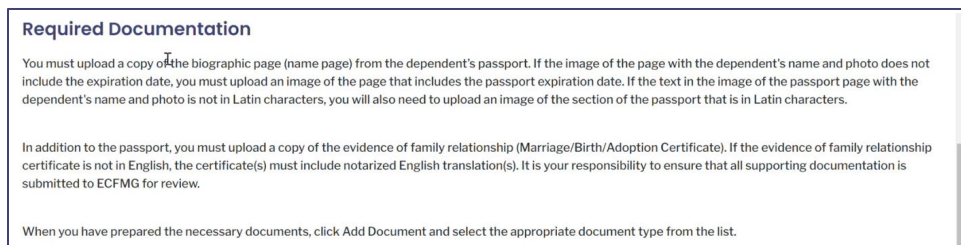


The screenshot shows the "Address Information" section with a checkbox labeled "Same address as J-1 Physician" which is checked. Below the checkbox is the address: "3624 Market St, Philadelphia, Pennsylvania 19104, United States". Below the address is an "Important Note" and two buttons: "Save" and "Cancel".

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.

Note: If you indicate that the J-2 Dependent's address is the same as the J-1 Physician, you will not be able to edit the information from this page. If this information needs to be updated, go to **Contact Information** under **My Profile** to make any necessary changes.

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



The screenshot shows the "Required Documentation" page with the following text:

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.

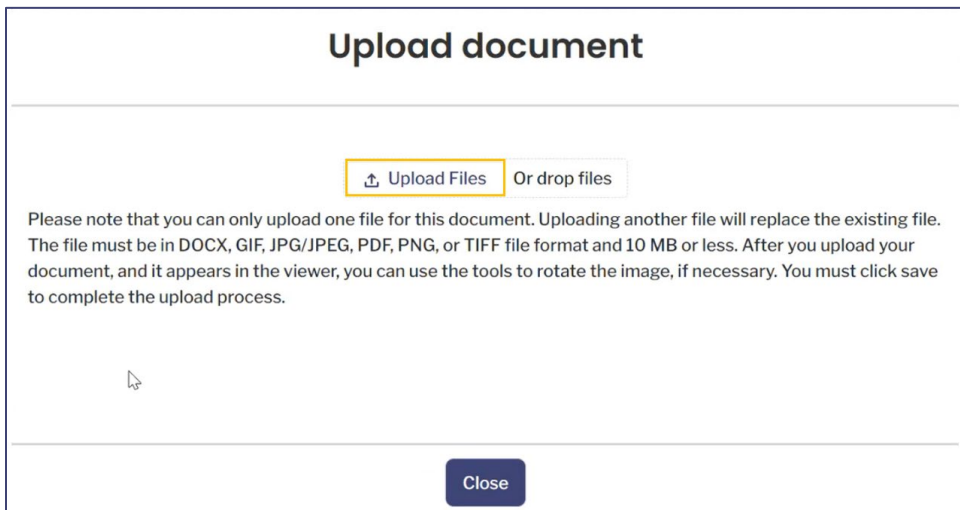
a. Click **Add Document**.



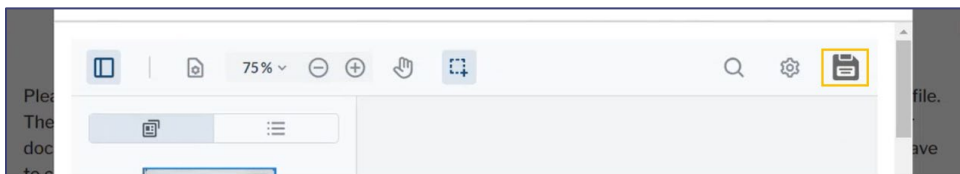
b. Select **J-2 Dependent's Passport Biographic Page** from the drop-down menu.



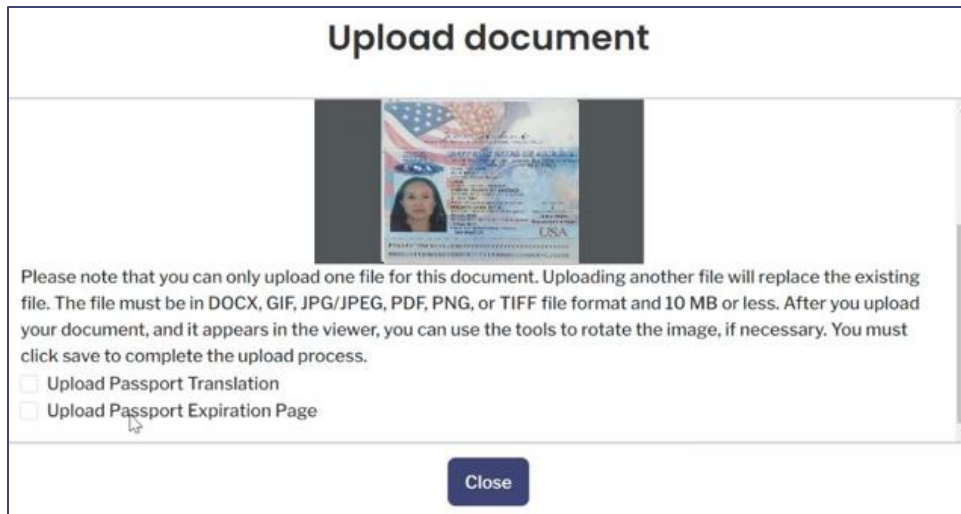
c. An **Upload document** pop-up appears. Use the following instructions to upload a document.



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

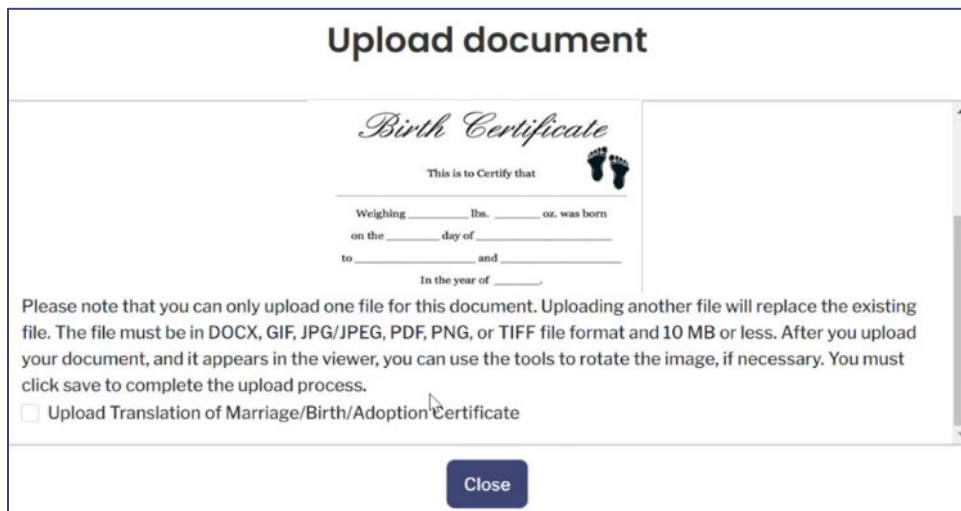
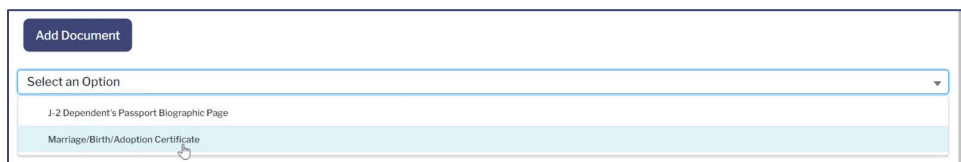


- (4) The pop-up window now shows a preview of the document and provides the option to upload either: a **Passport Translation** or **Passport Expiration Page**. If either need to be uploaded, click the respective checkbox(es), and follow the instructions above to upload those files.

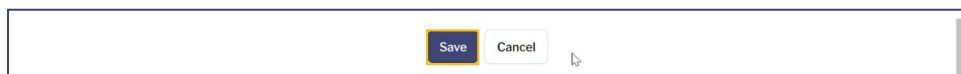


(5) Click **Close**.

Step 8. Select either the **J-2 Dependent's Passport Biographic Page** or **Marriage/Birth/Adoption Certificate** option from the drop-down menu. Repeat the instructions shown in the previous step to upload the appropriate documentation. Both documents must be added.



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



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

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

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

J-2 Dependent Evidence of Family Relationship Requirements

J-2 Dependent Evidence of Family Relationship Re... 1 / 1 | 100%

 **Attestation by Applicant**

J-2 Dependent Evidence of Family Relationship Requirements

ECFMG is authorized to sponsor the spouse and/or unmarried children under the age of 21 of a J-1 physician for entry to the United States under J-2 visa status. J-1 participants pursuing J-2 sponsorship for dependents must provide Intealth with a record of proof reflecting a lawfully recognized marriage or parental relationship

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

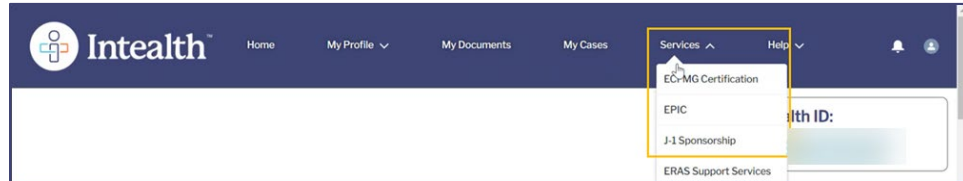
Below is the passport information you have provided for any J-2 dependents.

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

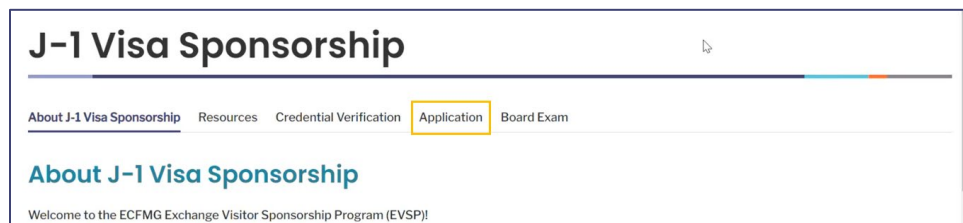
1.2 Resolve a Deficiency

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

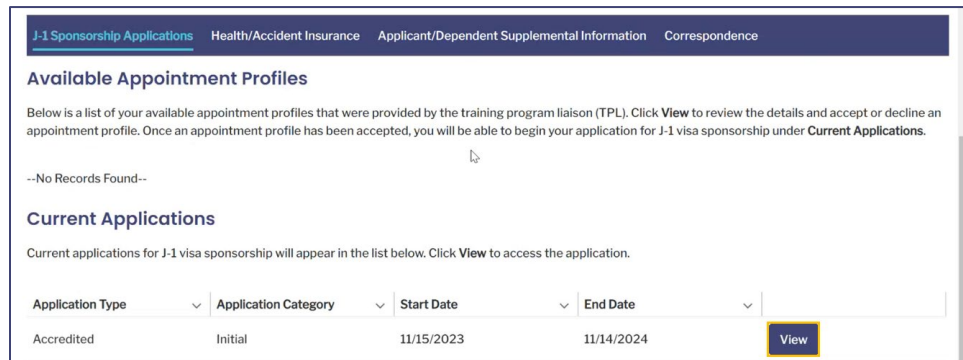
- Step 1.** From the **MyIntealth Applicant Portal**, in the top banner, click **Services**, and select **J-1 Sponsorship** from the drop-down menu.



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



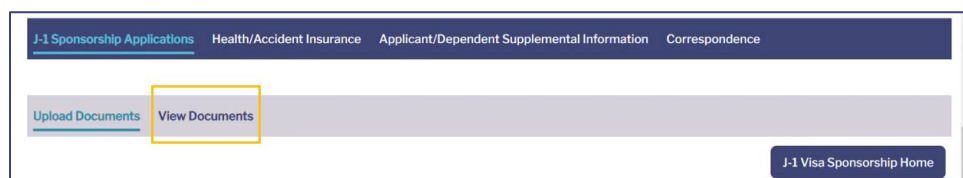
- Step 3.** Under the **Current Applications** section, click **View** for the corresponding application that has the outstanding deficiency.



- 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.

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

Note: A **Status** of **Outdated** simply indicates that a newer version of the same document type has been uploaded. However, all previous versions of submitted documents remain available for review.

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

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

(1) 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

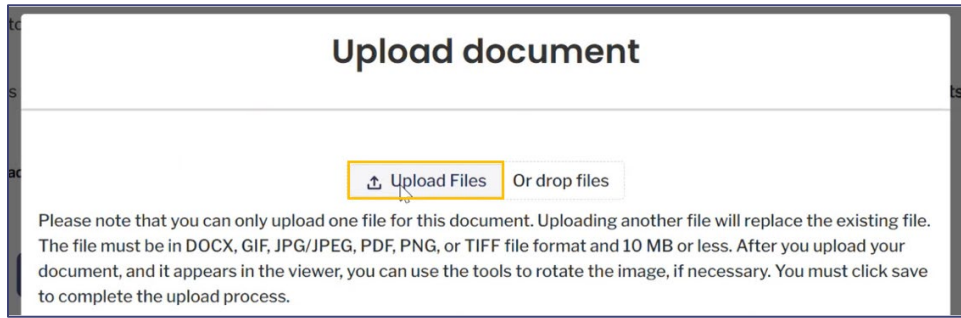
Not signed by the appropriate hospital official.

[Close](#)

(2) Scroll down and click **Add Document**.

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

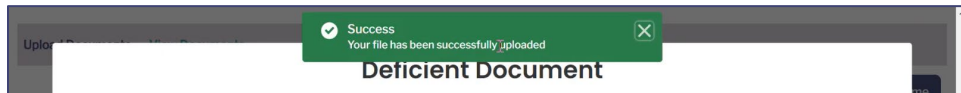
- (3) The **Upload document** pop-up appears. Click **Upload Files**, and select the file to be uploaded.



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



- (5) A **Success** notification appears indicating that the file uploaded successfully.



- (6) The newly uploaded document is sent for review.

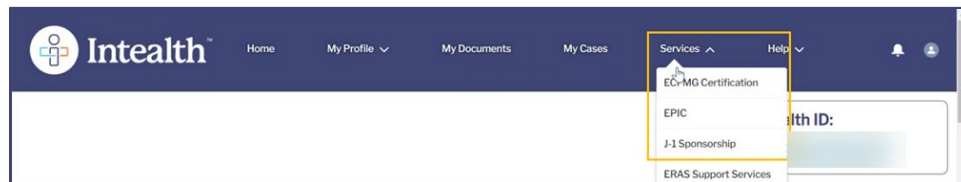
1.3 Print Form(s) DS-2019

The step-by-step instructions in this section outline the process for accessing and printing the Form(s) DS-2019.

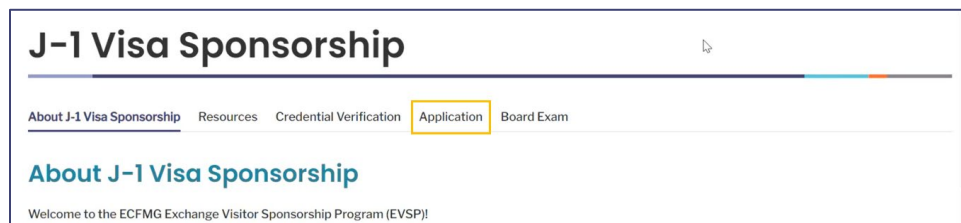
Note: Following application approval, you will be notified by email when your Form(s) DS-2019 are available in MyIntealth.

An email will not be sent for duplicate form requests, which are processed within five business days.

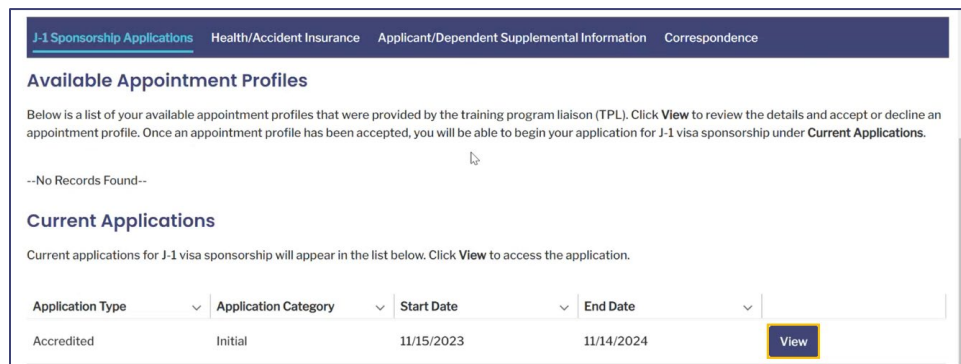
Step 1. From the **MyIntealth Applicant Portal**, in the top banner, click **Services**, and select **J-1 Sponsorship** from the drop-down menu.



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



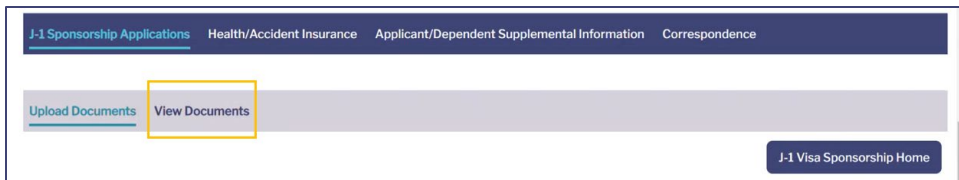
Step 3. Under the **Current Applications** section, click **View** for the corresponding application.



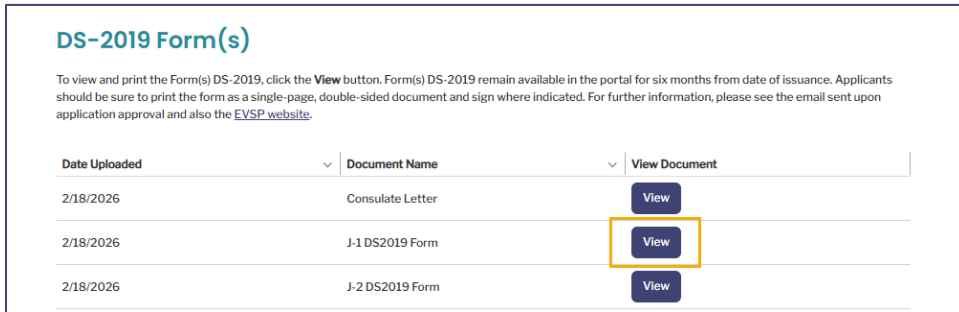
Step 4. The **Current Application** page opens. Scroll to the bottom of the page, and click **View and Upload Documents**.



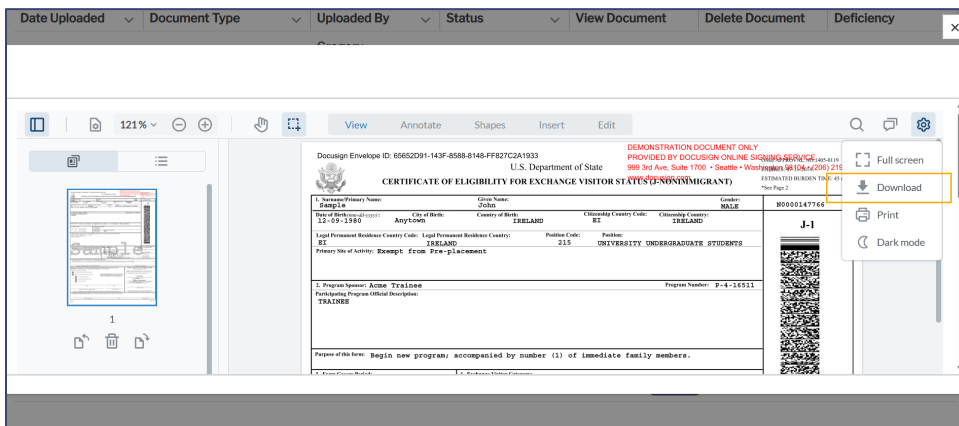
Step 5. Click the **View Documents** tab.



Step 6. The **Uploaded Documents** page opens. Scroll down to the **DS-2019 Form(s)** section, and click **View** to review the document.



Step 7. A preview of the document appears. Click **Menu** (gear icon) on the top right to **Download** Form DS-2019 and proceed with printing.



Note: The form(s) must be printed as a single-page, double-sided document (select “fit to page” or a similar print setting) and signed in ink where indicated by the J-1 physician, or J-2 Dependent, if applicable.

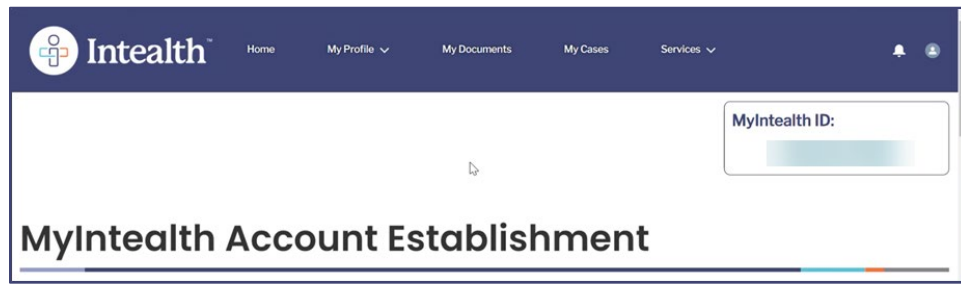
Please retain the signed copy separately; do not upload this copy in MyIntealth.

The most recently generated Form(s) DS-2019 will remain accessible in MyIntealth for six months from date of issuance.

1.4 Submit a Sponsorship Credential (Final Medical Diploma) Verification Request

Important Note: The steps outlined in this section are for foreign national physicians who are graduates of medical schools located in the United States, and for foreign national physicians who are graduates of medical schools located in Canada who graduated prior to July 1, 2025. These individuals are not required to be ECFMG Certified; however, they must provide a copy of their Final Medical Diploma for verification.

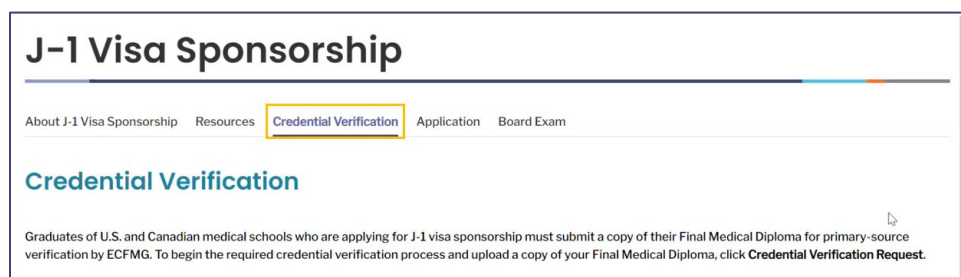
Step 1. Log in to the **MyIntealth Applicant Portal**.



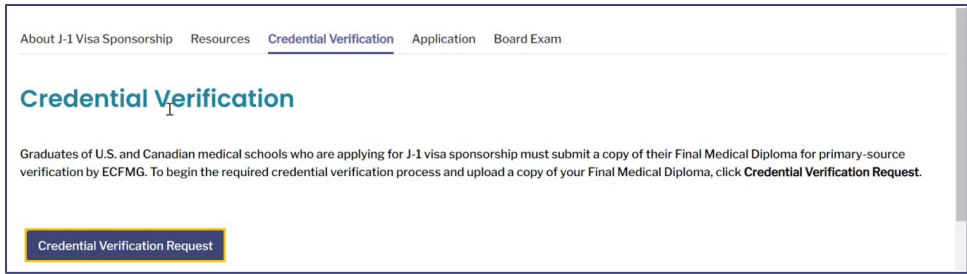
Step 2. From the **MyIntealth Applicant Portal**, in the top banner, click **Services**, and then select **J-1 Sponsorship** from the drop-down menu.



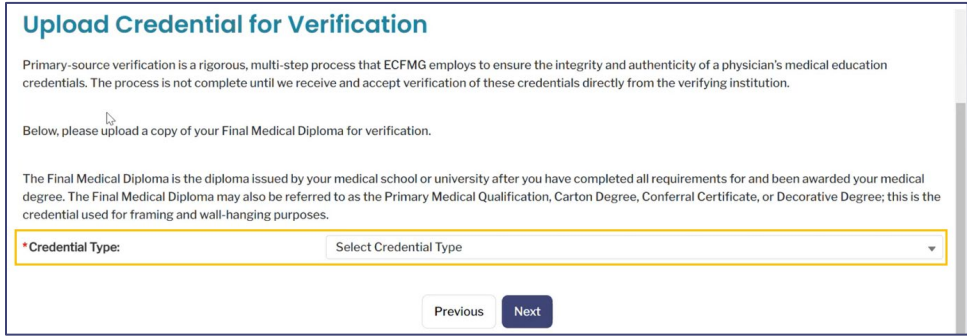
Step 3. Click the **Credential Verification** tab.



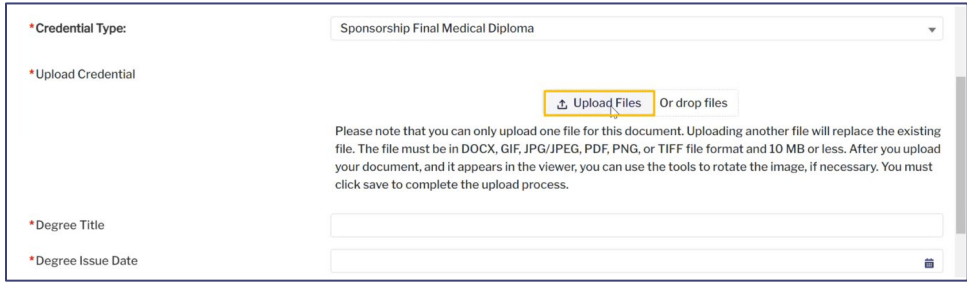
Step 4. Click **Credential Verification Request**.



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



- 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.



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



- 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.

- (1) Search for the name.

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

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

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

Cancel Add

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

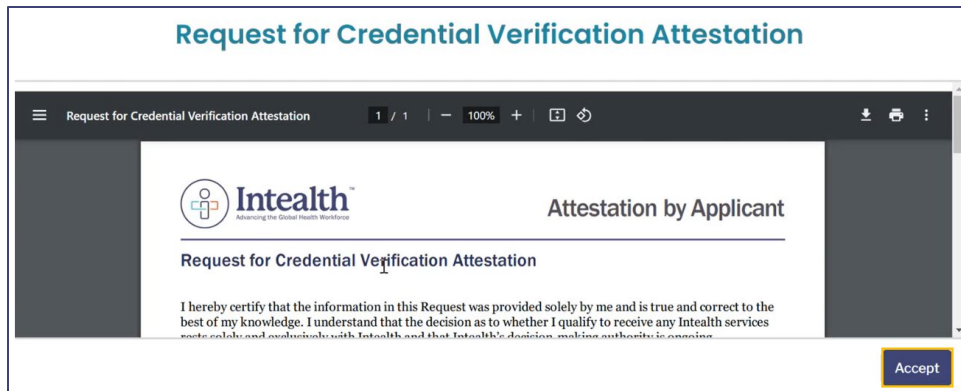
Attestation by Applicant

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):

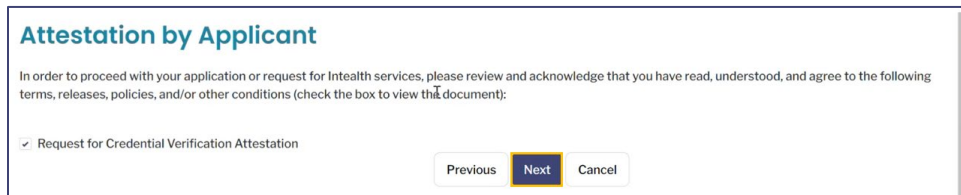
Request for Credential Verification Attestation

Previous **Next** Cancel

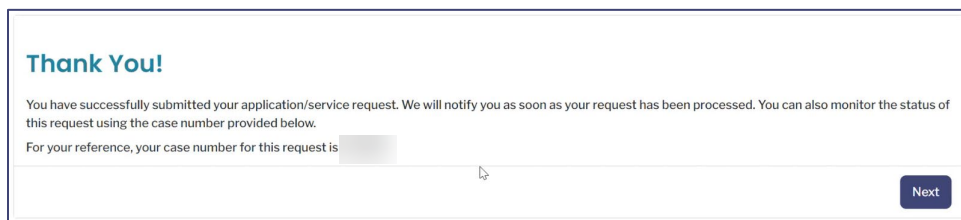
- a. The attestation appears in a pop-up.
- b. Review the document, and click **Accept**.



Step 9. Click **Next**.



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



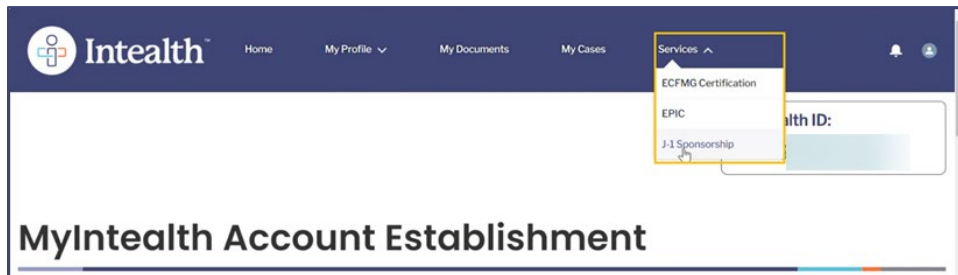
a. It is recommended to save your case number for future reference.

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

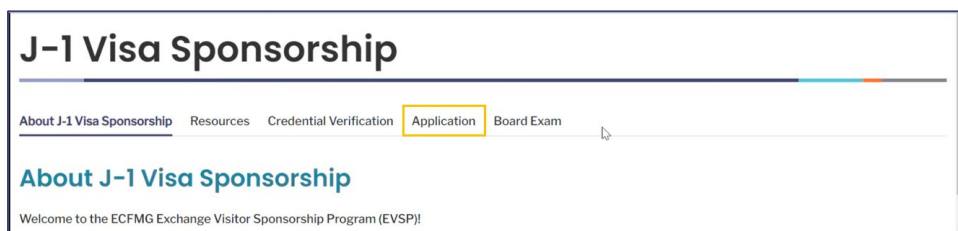
1.5 Update Passport Information

1.5.1 Update the J-1 Physician's Passport Information

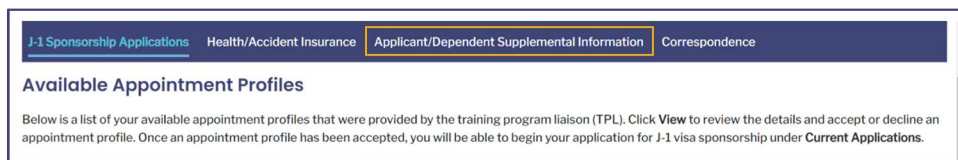
Step 1. From the **MyIntealth Applicant Portal**, in the top banner, click **Services**, and select **J-1 Sponsorship** from the drop-down menu.



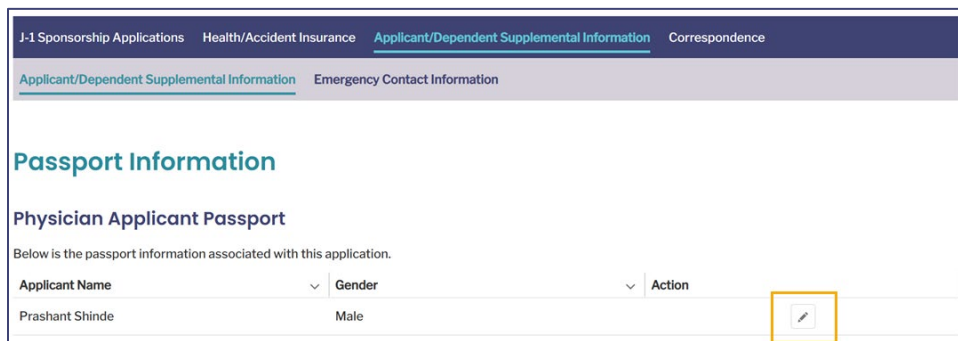
Step 2. The **J-1 Visa Sponsorship** page appears. Click the **Application** tab.



Step 3. The **J-1 Sponsorship Applications** information appears. Select the **Applicant/Dependent Supplemental Information** tab.



Step 4. The **Passport Information** page appears. To update the J-1 Physician's passport information, select the pencil icon.



Step 5. Update the passport information.

Important: Please note that the information provided must exactly match the information as it appears on your current, unexpired passport.

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

Applicant/Dependent Supplemental Information Emergency Contact Information

Last Name/Surname:

Rest of Name:

First Citizenship Country:

* Passport Number:

* Passport Expiration Date:

Second Citizenship Country:

Second Citizenship Passport Number:

Second Citizenship Passport Expiration Date:

Save Cancel

Step 6. After updating the passport information, select **Add Document**.

Applicant/Dependent Supplemental Information Emergency Contact Information

Last Name/Surname:

Rest of Name:

First Citizenship Country:

* Passport Number:

* Passport Expiration Date:

Second Citizenship Country:

Second Citizenship Passport Number:

Second Citizenship Passport Expiration Date:

Add Document

Save Cancel

Step 7. Select **J1 Passport Biographic Page** from the drop-down menu.

Last Name/Surname:

Rest of Name:

First Citizenship Country:

* Passport Number:

* Passport Expiration Date:

Second Citizenship Country:

Second Citizenship Passport Number:

Second Citizenship Passport Expiration Date:

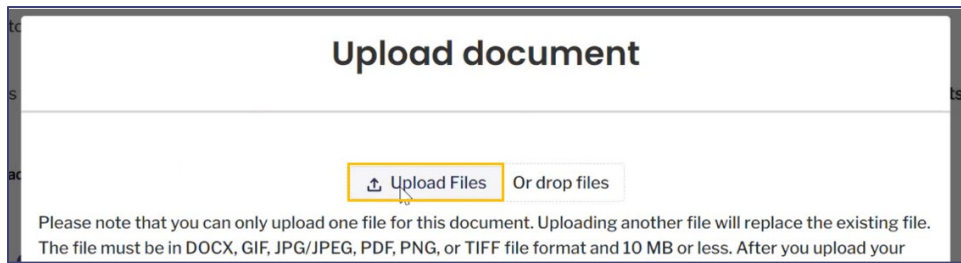
Add Document

Select an Option

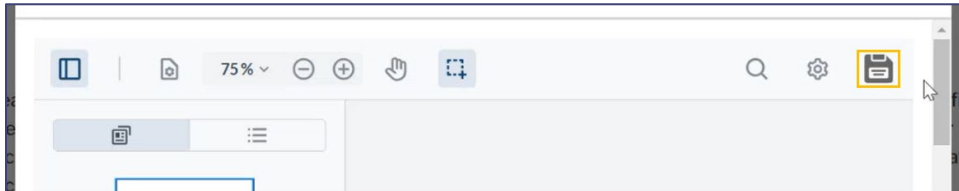
J1 Passport Biographic Page

Save Cancel

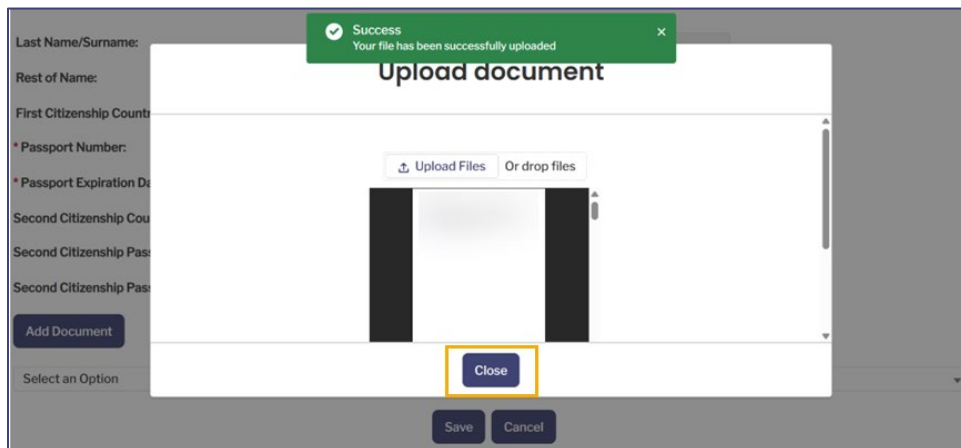
Step 8. The **Upload document** pop-up appears. Click **Upload Files**, and select the file for upload.



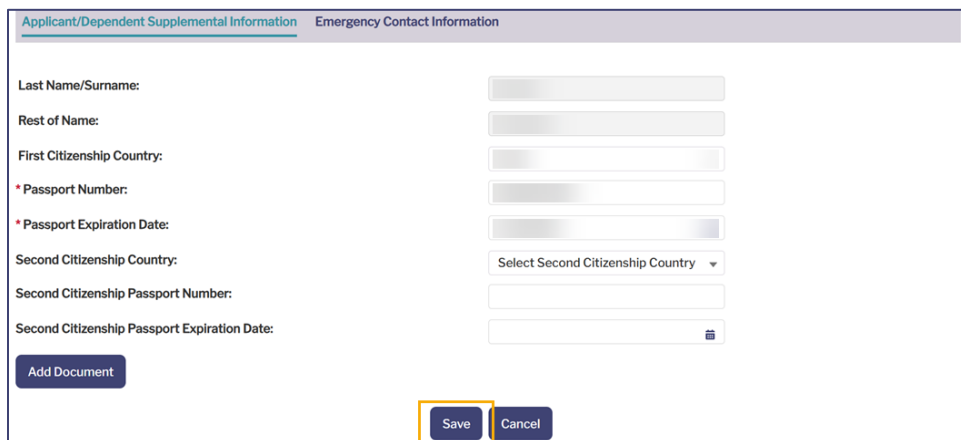
Step 9. A preview of the document appears. Click **Save** (disk icon).



Step 10. A **Success** notification appears indicating that the file was uploaded. Select **Close**.



Step 11. Select **Save**.




Step 12. A **Success** notification appears that the passport information was updated.

Success
Thank you for updating your passport information.

Passport Information

Physician Applicant Passport

Below is the passport information associated with this application.

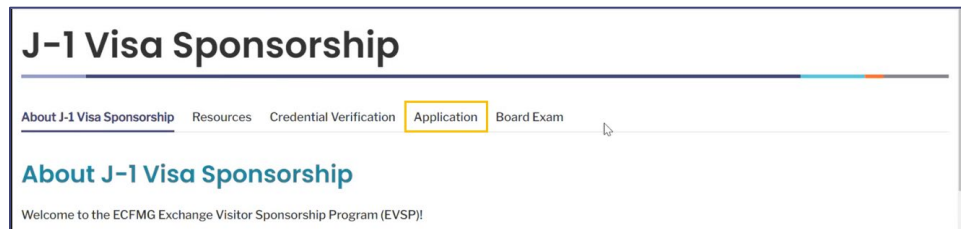
Applicant Name	Gender	Action
Prashant Shinde	Male	

1.5.2 Update the J-2 Dependent's Passport Information

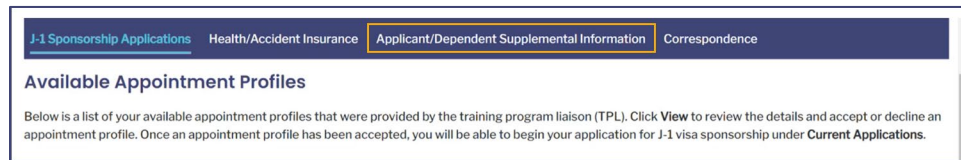
Step 1. From the **MyIntealth Applicant Portal**, in the top banner, click **Services**, and select **J-1 Sponsorship** from the drop-down menu.



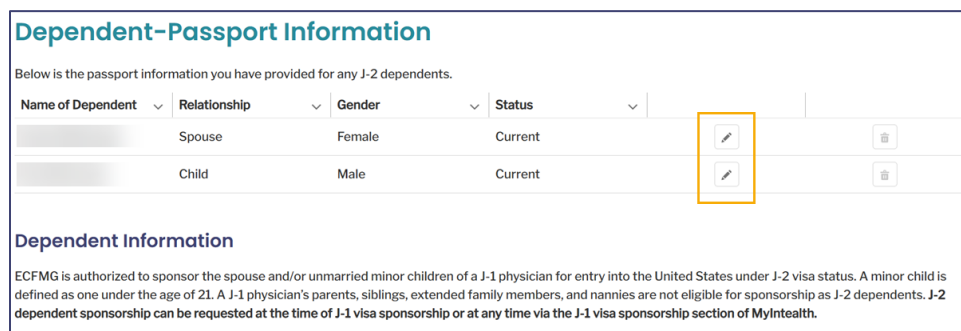
Step 2. The **J-1 Visa Sponsorship** page appears. Click the **Application** tab.



Step 3. The **J-1 Sponsorship Applications** information appears. Select the **Applicant/Dependent Supplemental Information** tab.



Step 4. The **Passport Information** page appears. To update the J-2 Dependent's passport information, scroll down to the **Dependent-Passport Information** section, and select the corresponding pencil icon.



Step 5. Update the passport information.

Important: Please note that the information provided must exactly match the information as it appears on the J-2 Dependent's current, unexpired passport.

* 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:

Second Citizenship Country:

Second Citizenship Passport Number:

Step 6. Select **Save**.

* Address Information: Same address as J-1 Physician

* Country:

* Street:

* City:

State:

ZIP Code:

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. Select **Add Document**.

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

Applicant/Dependent Supplemental Information Emergency Contact Information

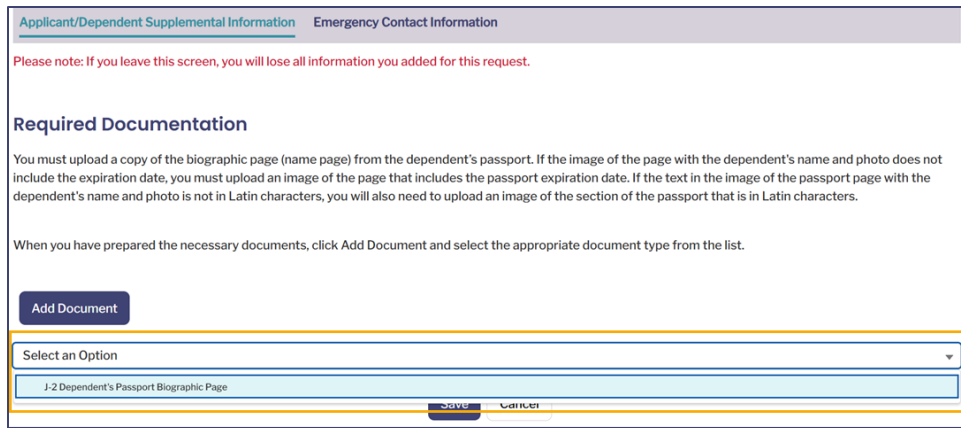
Please note: If you leave this screen, you will lose all information you added for this request.

Required Documentation

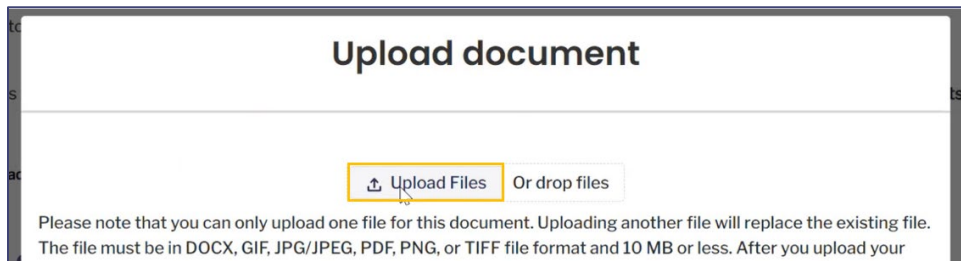
You must upload a copy of the biographic page (name page) from the dependent's passport. If the image of the page with the dependent's name and photo does not include the expiration date, you must upload an image of the page that includes the passport expiration date. If the text in the image of the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

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

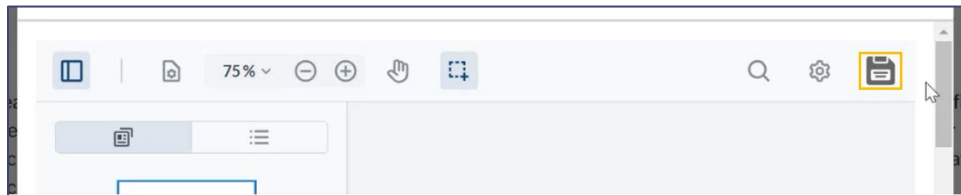
Step 8. Select **J-2 Dependent's Passport Biographic Page** from the drop-down menu.



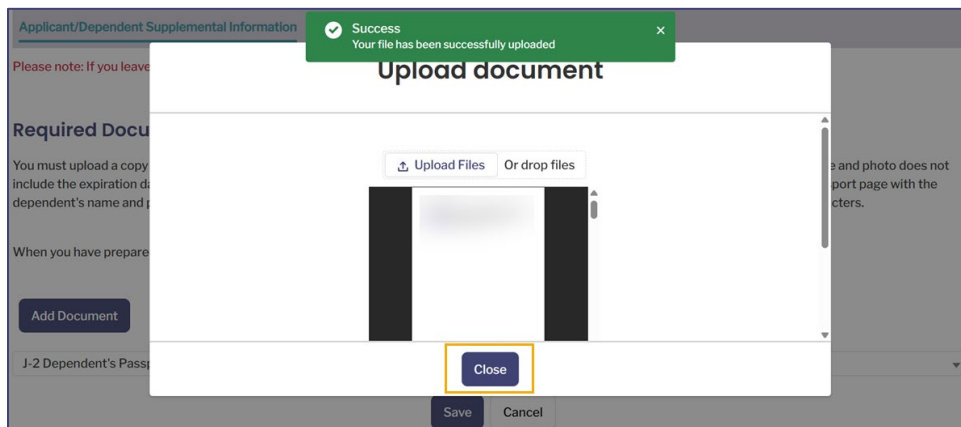
Step 9. The **Upload document** pop-up appears. Click **Upload Files**, and select the file for upload.



Step 10. A preview of the document appears. Click **Save** (disk icon).



Step 11. A **Success** notification appears indicating that the file was uploaded. Select **Close**.



Step 12. Select **Save**.

Please note: If you leave this screen, you will lose all information you added for this request.

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.

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

Add Document

Save

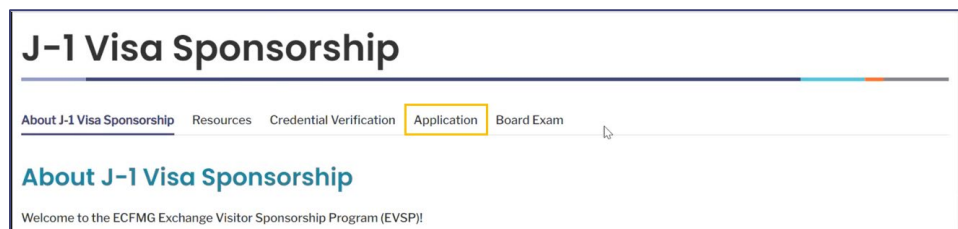
Cancel

1.6 Enter Health & Accident Insurance Information

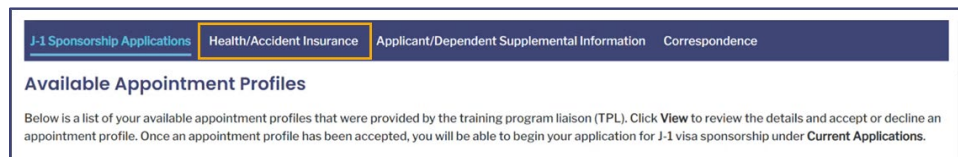
Step 1. From the **MyIntealth Applicant Portal**, in the top banner, click **Services**, and select **J-1 Sponsorship** from the drop-down menu.



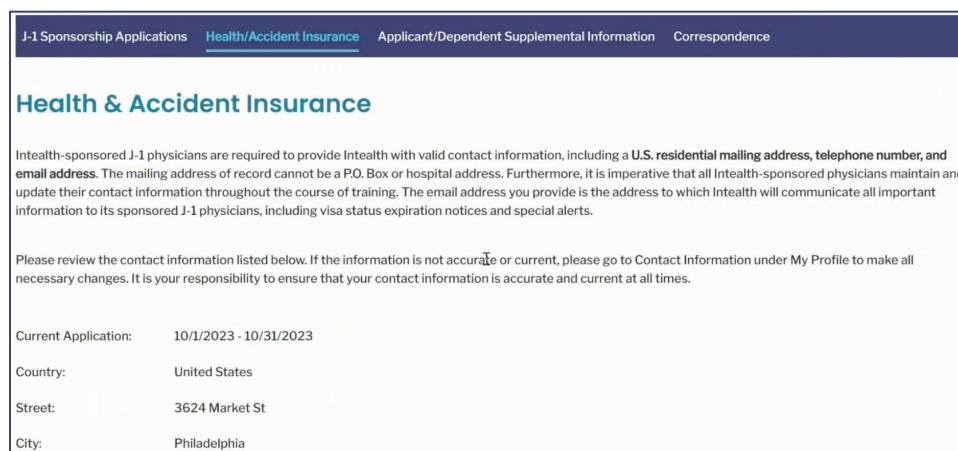
Step 2. The **J-1 Visa Sponsorship** page appears. Click the **Application** tab.



Step 3. The **J-1 Sponsorship Applications** information appears. Select the **Health/Accident Insurance** tab.

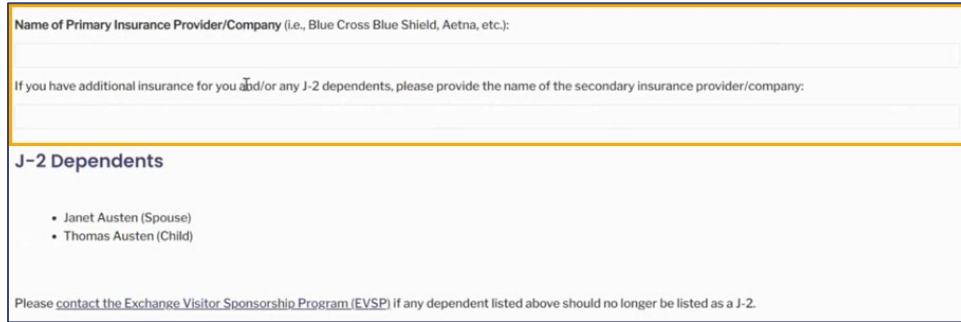


Step 4. The **Health & Accident Insurance** page appears. Review the contact information to confirm that it is accurate. If this information needs to be updated, go to **Contact Information** under **My Profile** to make any necessary changes.



Note: The **Health & Accident Insurance** page only appears if a current approved Sponsorship Application is available. For initial applicants, this section will be available about two weeks after the program start date.

Step 5. Enter the name of your primary insurance provider/company in the appropriate field. If you have additional insurance for yourself and/or any J-2 Dependents, please provide the name of the secondary insurance provider in the second field.



Name of Primary Insurance Provider/Company (i.e., Blue Cross Blue Shield, Aetna, etc.):

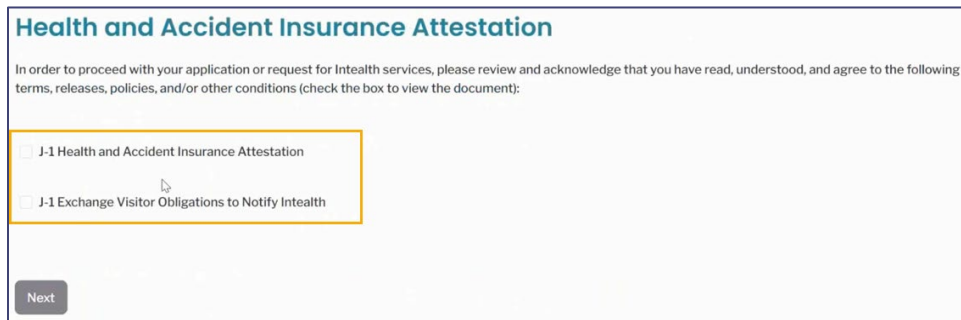
If you have additional insurance for you and/or any J-2 dependents, please provide the name of the secondary insurance provider/company:

J-2 Dependents

- Janet Austen (Spouse)
- Thomas Austen (Child)

Please contact the Exchange Visitor Sponsorship Program (EVSP) if any dependent listed above should no longer be listed as a J-2.

Step 6. Review the information in the **Health and Accident Insurance Attestation** section by selecting the box next to each attestation.



Health and Accident Insurance Attestation

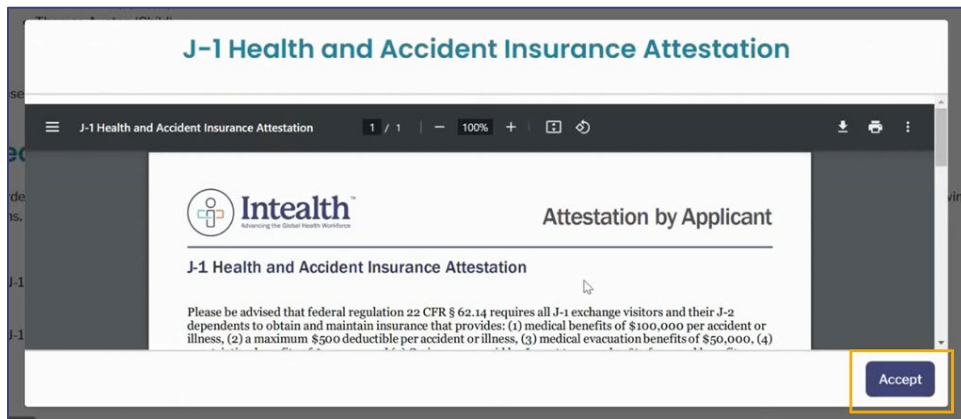
In order to proceed with your application or request for Intealth services, please review and acknowledge that you have read, understood, and agree to the following terms, releases, policies, and/or other conditions (check the box to view the document):

J-1 Health and Accident Insurance Attestation

J-1 Exchange Visitor Obligations to Notify Intealth

Next

Step 7. The attestation appears for review. Select **Accept** after reviewing. Repeat this step for both attestations.



J-1 Health and Accident Insurance Attestation

J-1 Health and Accident Insurance Attestation

Intealth
Advancing the Global Health Workforce

Attestation by Applicant

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)

Accept

Step 8. After accepting both attestations, select **Next**.

Health and Accident Insurance 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 Health and Accident Insurance Attestation
- J-1 Exchange Visitor Obligations to Notify Intealth

[Next](#)

Step 9. A **Success** notification appears that the response was successfully saved.

- Janet Austen (Spouse)
- Thomas Austen (Child)

Successfully saved responses

Please [contact the Exchange Visitor Sponsorship Program \(EVSP\)](#) if any dependent listed above should no longer be listed as a J-2.

Health and Accident Insurance Attestation

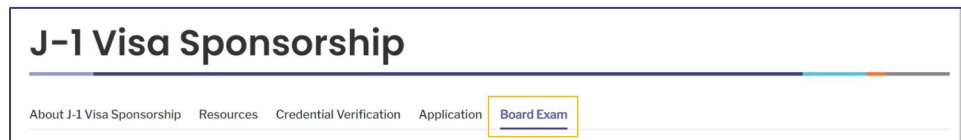
In order to proceed with your application or request for Intealth services, please review and acknowledge that you have read, understood, and agree to the following terms, releases, policies, and/or other conditions (check the box to view the document):

1.7 Submit a Board Application

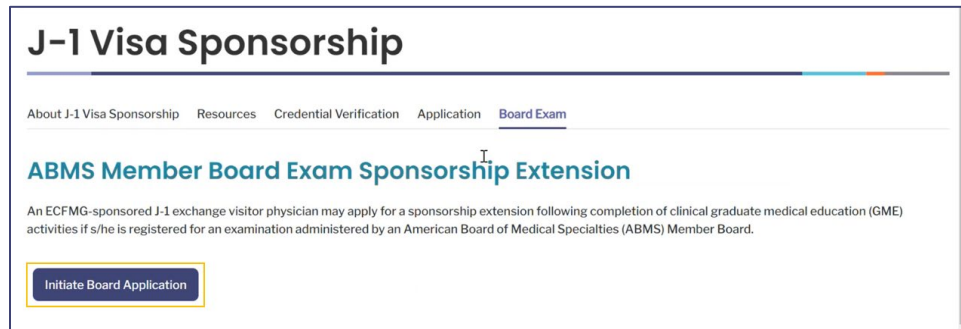
Step 1. From the **MyIntealth Applicant Portal** homepage, in the top banner, click **Services**, and select **J-1 Sponsorship** from the drop-down menu.



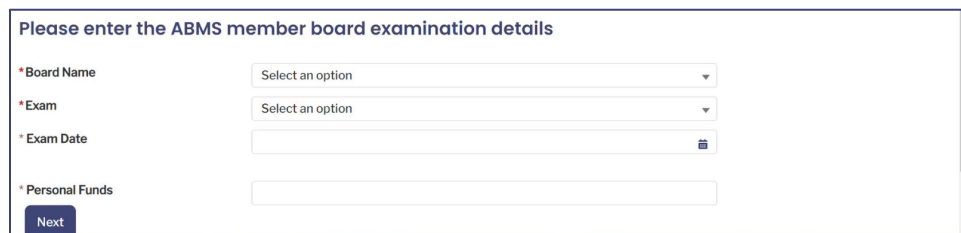
Step 2. Click the **Board Exam** tab.



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



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

A screenshot of the "ABMS Member Board Examination Details" form. The form title is "Please enter the ABMS member board examination details". It contains four required fields: "Board Name" (dropdown menu), "Exam" (dropdown menu), "Exam Date" (text input with a calendar icon), and "Personal Funds" (text input). A "Next" button is located at the bottom left of the form.

Step 5. Click **Next**.

Please enter the ABMS member board examination details

*Board Name: AMERICAN BOARD OF PEDIATRICS

*Exam: PEDIATRIC ENDOCRINOLOGY

*Exam Date: 4/18/2024

*Personal Funds: 12,000

Next

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

Next

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

J-1 Online Learning Modules Attestation

J-1 Online Learning Modules Attestation

Intealth™ Advancing the Global Health Workforce

Attestation by Applicant

J-1 Online Learning Modules Attestation

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

Accept

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

Next

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

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

Supporting Documentation

Please review the application checklist of supporting documentation that may be required to complete your application for J-1 visa sponsorship.

[View Documentation Checklist](#)



Exchange Visitor Sponsorship Program (EVSP)

Continuation of Sponsorship to Sit for an ABMS Member Board Examination

[Application Processing Instructions](#)

 [Documentation Checklist](#)

Step 10. Click **Next**.

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

Supporting Documentation

Please review the application checklist of supporting documentation that may be required to complete your application for J-1 visa sponsorship.

[View Documentation Checklist](#)

The submission of a complete application requires close coordination between you and the TPL at the teaching hospital. We generally reserve four to six weeks from the time all required documentation is received for review and processing of your application. However, submission of all required documentation at the same time may significantly shorten the processing time. Therefore, you and the TPL are encouraged to coordinate and upload all required documentation on the same day, when possible.

[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 drop-down menu. Then, update the information as necessary, and click **Save**.

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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.

Email Address

Telephone Number

US Phone Number

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

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

About J-1 Visa Sponsorship Resources 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.

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

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

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

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.

About J-1 Visa Sponsorship Resources 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.

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% + | [Print] [Close]


 **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.

J-1 Exchange Visitor Obligations to Notify Intealth

J-1 Exchange Visitor Obligations to Notify Intealth 1 / 1 | - 90% + | [Print] [Close]

 **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.

Step 16. Click **Next**.

Step 17. Review the **Cross-cultural Experiences** instructions, and provide a description of your cross-cultural experiences from the past year in the textbox. Please be sure to provide specific examples.

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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**.

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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

J-1 Sponsorship Applicant Attestation

1 / 1 | 100%

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

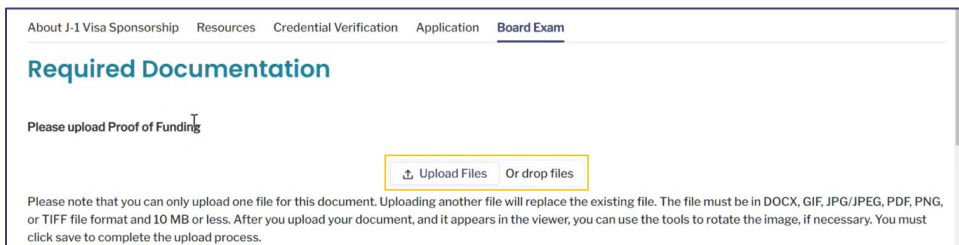
Accept

Step 20. Click **Next**.

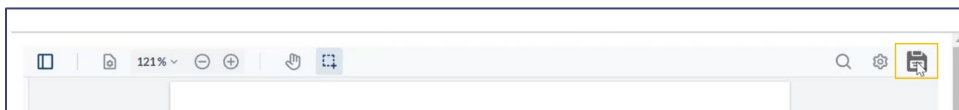


Step 21. The **Required Documentation** page appears. Use the following instructions to upload all required documents.

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

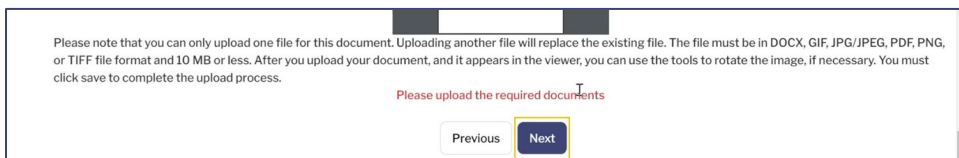


- b. A preview of the file appears. Click **Save** (disk icon).

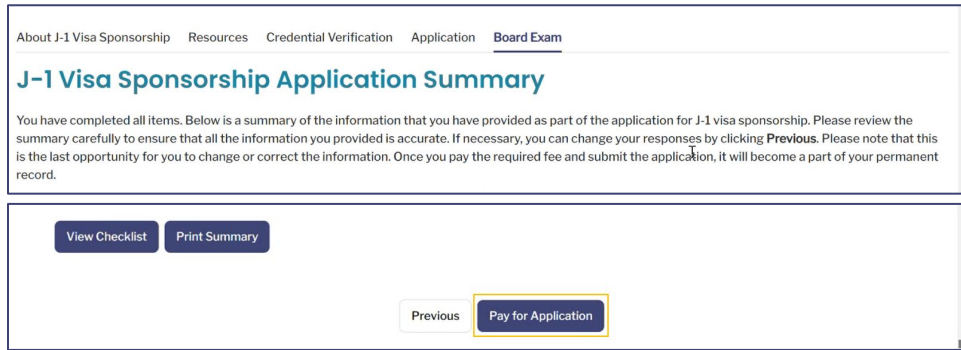


- c. A **Success** notification appears, and a thumbnail file preview appears under the **Upload Files** button.
- d. Repeat these upload steps for all required document uploads (e.g., **Proof of Funding**, **Proof of ABMS board registration**, **Form I-644**, etc.).

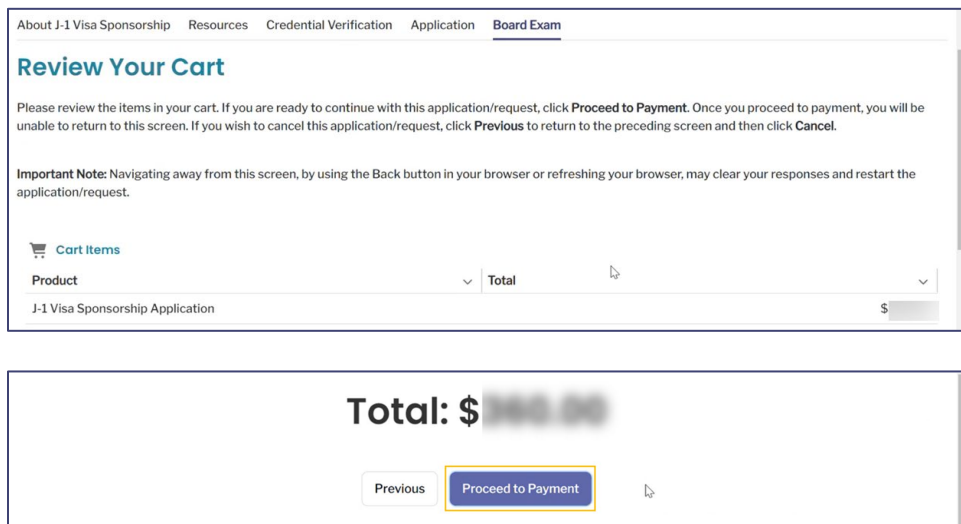
Step 22. Click **Next**.



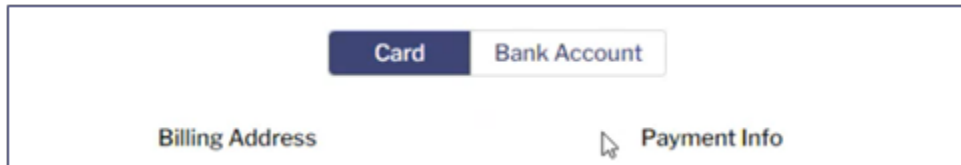
Step 23. The **J-1 Visa Sponsorship Application Summary** page appears. Review the information, and click **Pay for Application**.



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



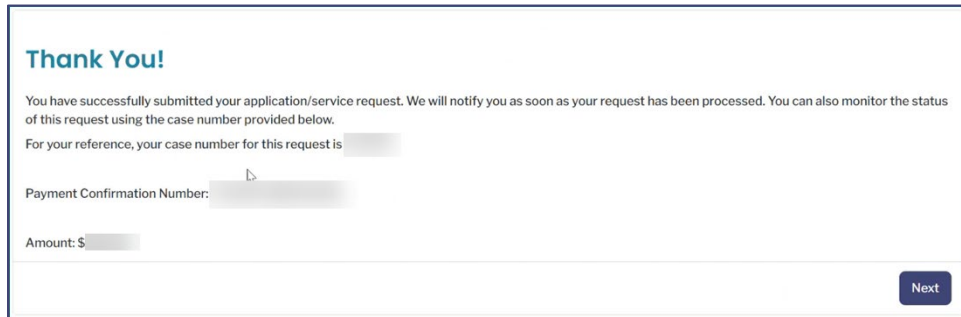
Step 25. Select your method of payment, **Card** or **Bank Account**, and enter your payment information as required.



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



- 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.
- It is recommended to document your case number (**C-#**) for this request. It helps Intealth advisors quickly locate your case.



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 [redacted]

Payment Confirmation Number: [redacted]

Amount: \$ [redacted]

[Next](#)

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