



Training Program Liaison (TPL) Instruction Sheet for Continuing J-1 Physicians

Enclosed, please find Form DS-2019 “Certificate of Eligibility for Exchange Visitor (J-1) Status” issued by ECFMG for the J-1 physician identified in Box 1. Additional Forms DS-2019 for J-2 dependent family members may also be enclosed.

What To Do Upon Receipt of Form DS-2019

Photocopy the enclosed Form(s) DS-2019 for the physician and any dependents for your institutional records, and give the **ORIGINAL(S)** to the J-1 physician with enclosed informational sheets.

Important Information for TPLs

- Provide timely notification to ECFMG of any events or proposed program changes that may affect a J-1 physician’s training plan/duration (i.e., leave of absence, resignation, termination, remedial training, delay in return from overseas travel, etc.).
- Instruct J-1 physicians to review the EVSP travel webpage @ www.ecfm.org/evsp/travel-index.html prior to proposed travel outside of the United States, including travel to Canada and Mexico.
- Direct J-1 physicians who are moving to:
 - Notify ECFMG of his/her change in U.S. residential address via OASIS @ <https://oasis2.ecfm.org>.
 - Inform the U.S. Department of Homeland Security (DHS) of a new residential address by either mailing a completed Form AR-11, *Change of Address Card*, to DHS *or* by updating the new address on-line via the USCIS website. Both Form AR-11 and the on-line submission form are available @ www.uscis.gov.
- Advise J-1 physicians to maintain a current e-mail address in OASIS. The e-mail address listed in OASIS is considered to be the *official* e-mail of record and is used by ECFMG to notify J-1 physicians of important issues such as sponsorship expiration and to provide important updates/announcements.

JAN 2013