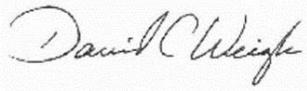


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**Policy Title:** Clinical Training Visas



David C. Weigle, PhD, MPH  
Assistant Dean for Graduate Medical Education  
Designated Institutional Official

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**Original Date:** October 2008  
**GMEC Endorsed:** October 2015  
**Next Revision Date:** October 2017

**PURPOSE**

For those individuals who require a visa, it is the UT Southwestern policy to request a J-1 visa through the Education Commission on Foreign Medical Graduates (ECFMG). Obtaining such a visa status usually requires J-1 visa sponsorship by the Educational Commission for Foreign Medical Graduates (ECFMG) or H-1B visa sponsorship by the training university.

**PROCEDURE**

Program Directors and coordinators must carefully screen non-citizen applicants, prior to the match, to insure that they fully understand the applicant's current visa status and their expectations for visa status during the training period. It is strongly recommended that the website for each residency and fellowship program have a visa sponsorship statement similar to the one used by the Internal Medicine residency program at <http://www8.utsouthwestern.edu/utsw/cda/dept26481/files/147349.html>. These guidelines apply whether the non-citizen graduated from a U.S. or foreign medical school.

Programs must submit to the International Office information on all non-citizen applicants whom they plan to rank for the match. The submission should be made at least two weeks prior to submitting your rank list and should include a CV and any relevant information on the person's current and expected visa status. After review by the International Office the information will be forwarded to the Associate Dean for Medical Education for review.

Exceptions for H-1B sponsorship may be considered only under extraordinary circumstances and when the Department Chair is willing to advocate for an exception based on evidence of serious recruitment and an applicant's exceptional potential for becoming an excellent academic physician. In such cases the application process must originate from the Department Chair and be submitted to the [Associate Dean for GME **OR** DIO] and contain the following documents:

- 1) A letter addressed to the Dean delineating the specific reasons for the exception. The letter must be signed by the Department Chair and the Program Director and contain the following language:
  - a) *"We have confirmed that the applicant has all the federal prerequisites for an H-1B visa, including Steps 1,2 and 3 of the USMLE"*
  - b) *"We understand that if the H-1B is approved this physician must be a UT Southwestern employee and, as such can only be paid on the UT Southwestern budget payroll, not on an FFEL form (Fellowship Stipend) or by a hospital."*
- 2) The candidate's curriculum vitae.
- 3) Documentary evidence of the recruitment process leading to the identification of the candidate and the source of his or her funding.

The [Associate Dean for GME **OR** DIO] will distribute the application packet to the International Office for approval. The application packet must be approved by both the International Office and the [Associate Dean for GME **OR** DIO] prior to submission of the packet to the Dean.