



BAPTIST MEMORIAL MEDICAL EDUCATION

DEPARTMENTAL POLICY AND PROCEDURE MANUAL

Effective Date: July 2013	Resident/Fellow Visa Policy Baptist-Employed Resident/Fellow
Last Review/Revision: January 2020, October 2024, January 2026, July 2026	
Reference:BMME0018	

PURPOSE: To establish a policy for resident/fellow visas that complies with the Accreditation Council for Graduate Medical Education guidelines.

POLICY: Resident/Fellow Visa Policy

PROCEDURE:

Baptist will not petition for visas with rare exception.

Baptist will select and hire the following visas status:

- J-1 visa applicants.

Upon selection and appointment, the IMG applicant must provide documentation demonstrating the following:

- Successful completion of Step 1 and Step 2 Clinical Knowledge (CK) of the United States Medical Licensing Examination (USMLE).
- Current certification by the Educational Commission for Foreign Medical Graduates (ECFMG) prior to appointment. Graduates of LCME-accredited medical schools in the United States and Canada are exempt from this requirement.
- A signed training contract or official offer letter for a position in a BMME-approved clinical training program.
- An original Statement of Need from the Ministry of Health (or equivalent authority) of the applicant's country of most recent legal permanent residence.

Additional information regarding the Statement of Need requirement can be found on the ECFMG website:

[ECFMG Statement of Need Information](#)

Additional guidance regarding ECFMG-sponsored J-1 visa requirements is available through the ECFMG Exchange Visitor Sponsorship Program resources.

- <https://www.ecfm.org/evsp/applying-general.html#need>

For further clarification regarding ECFMG requirements a checklist is available at [initial-accredited.pdf \(ecfm.org\)](#)

J-1 Visa Applicant Travel and Leave of absence process:

- The trainee submits a leave request and international travel request to the Program Director for review and approval.
- Upon Program Director approval, the trainee submits the signed travel approval documentation to the Graduate Medical Education (GME) Office.
- The GME Office initiates a travel validation request with ECFMG and requests the required travel authorization endorsement on the trainee's Form DS-2019.
- Upon receipt of the authorized DS-2019 from ECFMG, the GME Office provides the document to the trainee using the approved institutional process.
- The trainee must receive the validated DS-2019 and written confirmation of approval from the GME Office before departing the United States.

Important Notice

Failure to obtain the required travel authorization before international travel may jeopardize the trainee's ability to re-enter the United States and maintain valid J-1 visa status. Trainees are responsible for complying with all ECFMG and federal immigration requirements.

Residents and fellows are responsible for maintaining valid immigration status throughout the duration of their training program and for promptly notifying the GME Office of any changes to their immigration status, passport information, or travel plans.

Helpful Links

- EVSP Guide: <https://www.ecfm.org/evsp/evsprfgd.pdf>
- Initial Application Checklist: <https://www.ecfm.org/evsp/initial-accredited.pdf>
- Statement of Need Instructions: [son-instructions-moh.pdf](#)
- Summary of Visa process: [tpl_welcome_to_EVSP_2025_250321b_2.pdf](#)
- Welcome Brochure: <https://j1visa.state.gov/wp-content/uploads/2022/05/EVP-Welcome-Brochure-2022.pdf>
- Pre Arrival Information: <https://www.ecfm.org/evsp/applying-pre-arrival.html>



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J-1 Visa Leave Application

Please complete the below form in its entirety. All information is required.

Date: _____

Name of Applicant:

ECFMG ID: _____

Narrative of Leave: _____

Applicant Program: _____

Please check one of the following classifications that applies to you.

Resident ☐ Fellow ☐

Dates of Leave: (Please provide dates) Beginning _____ End _____

Approval Process:

All applications will need an approval from the Program Director.

Program Director Approve ☐ Deny ☐

Program Director

Date

Graduate Medical Education

6025 Walnut Grove Rd. Suite 404 Memphis, TN 38120

Please feel free to contact us by email GME@bmhcc.org

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