



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	
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 a J-1 visa status trainee.

1. Applicants must meet one of the following qualifications to be eligible for appointment to a BMME ACGME-accredited program:

 Visa Status: Visa status for International Medical Graduates must fall within the following category:

- J-1 visa status

 Upon hiring an IMG resident, the applicant will need to provide the following:

- Pass Step 1 and Step 2 Clinical Knowledge (CK) of the United States Medical Licensing Examination (USMLE).
- Be certified by ECFMG. Holds a currently valid certificate from the Educational Commission for Foreign Medical Graduates (ECFMG) prior to appointment (Note that graduates of LCME-accredited medical schools in the United States and Canada are not required to be ECFMG certified.)
- Hold a contract or an official offer letter for a position in an approved clinical training program. (Note that it is the program that initiates the J-1 visa sponsorship application process with ECFMG.)
- Provide an original Statement of Need from the Ministry of Health of the country of most recent legal permanent residence. More about Statements of Need can be found on this page: <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:

1. A trainee who wants to leave the U.S. for family leave or vacation must follow a specific approval and documentation process. The process ensures institutional approval and proper

immigration documentation before international travel.

- The trainee submits a leave and travel request to the program director for approval of travel outside the U.S. |
- After the program director approves, the trainee submits the signed approval form to the GME office. |
- The GME office initiates a travel request and a DS-2019 travel authorization from ECFMG (the J-1 visa sponsor). |
- Once the DS-2019 form with travel authorization is issued, the GME office mails the form to the trainee at the address on file. |
- After the trainee receives the DS-2019, the trainee is issued an email confirming that travel outside the U.S. has been approved.

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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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