

J-1 Visa/Conrad 30 Waiver Program

Appendix A

Waiver Packet Checklist

All listed information and documentation must be submitted in order to be considered for a waiver slot. Waiver requests that do not comply with these requirements will not be entered into the State's waiver review process and will be returned. Because there is sometimes a delay in receiving the North Dakota medical license, we will allow the application packet to be submitted without license information; however, there must be documentation verifying that a North Dakota medical license application was submitted.

The following is a list of required information and documents to be submitted for a waiver recommendation under the ND J-1 Visa Waiver Program. Documents should be placed in the waiver application packet in the following order:

1. DS-3035: J-1 Visa Waiver Review Application from USDOS.
2. Employment contract: signed and dated contract of full time employment (40 hours/week), for a term of three years; the physician agrees to begin employment at the approved site within 90 days of receiving the J-1 visa waiver.
3. Physician Attestation.
4. DS-2019: Certificate of Eligibility for Exchange Visitor (J-1) status.
5. Letter from the facility (facility letter) to include a description of the J-1 Physician's responsibilities, hours worked (40 hours are required), and location(s) where physician is expected to work.
 - a.) If the waiver application is for a non-designated flex waiver, a detailed description of how the J-1 Physician will serve the medically underserved population must be included in the facility letter.
 - b.) A description of recruitment efforts of an American physician should be included in the facility letter. Since the Conrad 30 program is not intended to take the place of recruitment efforts, but to offer an additional resource for recruitment, efforts of an American physician should first take place. Copies of advertisements, receipts, etc. are no longer required by NDPCO.
6. Evidence that the facility is located in a Health Professional Shortage Area/Medically Underserved Area (flex waivers, see 5. a.)
7. Personal statement from physician.
8. Physician curriculum vitae.
9. Copy of physician license or evidence the physician will be granted a license in the state.
10. I-94 entry cards: Departure Record card. Given to the traveler to be kept in his/her possession until he/she surrenders it upon departure from the United States.
11. No objection statement from home country (if applicable).

12. Form G-28 or letter from law office

Any questions about the North Dakota J-1 Visa Waiver Program should be directed to the Center for Rural Health, UND School of Medicine and Health Sciences, 1301 N. Columbia Road Stop 9037, Grand Forks, ND 58202-9037. Contact email: stacy.kusler@med.und.edu.

Please assemble application packets as follows:

- Include two (2) copies of the application packet; one original and one copy.
- Do not include documents that are not required by DOS or the State of ND.
- Do not use staples, binders, two-sided copies or pages larger or smaller than 8.5 x 11.
- The DOS waiver case file number should appear in the upper right corner on every page of the application.
- The packet needs to include a Table of Contents.
- Separate each document with a colored divider page, labeled with the numbers that coincide with the Table of Contents.