VDH VIRGINIA DEPARTMENT OF HEALTH

Virginia Conrad 30 Waiver Program - Application Checklist

- **All Virginia Conrad 30 Waiver applications must be submitted to VDH electronically through the online application portal.**
- **The U.S Department of State (DOS) assigned number shall be affixed to each form on the bottom right corner.**
- **Incomplete applications will be returned and will not be reviewed.**
- **Alphabetical placement headers are required to identify each section. ***

Note: Please see the Conrad 30 Waiver Program Guidelines for clarifications.

DOS Number: _____	**Physician Name:** _____	**NPI Number:** _____	**Date of Birth:** _____

Tab	Item	Check √
A	Form G-28 and Letter of Representation from Attorney	☐
B	DS-3035 and Supplementary Applicant Information Pages	☐
	Third Party Barcode Page and Waiver Division Barcode Page	
	Statement of Reason	
C	Letter from the employer to VDH. A letter requesting that VDH act as a "Public Interest" that the visitors remain in the US.	☐
D	Employment Contract* Contract between employer and J-1 Physician shall include the following:	☐
	A term of three years or longer. Starting_____ and ending_____	
	Physician's discipline	
	A clause requiring the J-1 physician to provide direct patient care for a minimum of 4 days and 40 hours per week or for surgical specialists and hospitalists 160 hours per month. Please select the number of hours that is reflected in your contract. Please select: ☐minimum 4 days and 40 hours per week or ☐160 hours per month (pick only one)	
	Employer/Sponsor and practice site's physical address, phone number and email address for the contact at the employer **and** practice site (include for **each** eligible practice site).	
	Compensation based on prevailing wage $_____	
	Vacation/Leave/Disability leave and other Total_____	
	Agreement to begin employment at an approved practice site within 90 days of receipt of the waiver.	
	Provide list of Benefits and Insurance	
	Termination (shall not contain at will policy and can only be for cause not mutual agreement.)	
	Non-compete clauses cannot be included.	
	A statement from the employer indicating that the employer and its principals, such as owners, administrators, or medical directors are not under investigation, indictment or	

	conviction for violations of federal, state, or local laws, J-1 visa waiver requirements, or ordinances related to the medical practice.	
	If included, liquidated damage clause cannot exceed $250,000	
E	Exchange Visitor Attestation/Foreign Medical Graduate Statement agreeing to the contractual requirements set forth in Section 214(l)(1) and (a) of the Immigration and Nationality Act signed by the physician.	☐
F	Legible copies of the applicant's D-2019/IAP-66 forms, covering every period the applicant was in J-1 status. They must be submitted in chronological order.	☐
	I-94 Entry and Departure Cards and/ or Passport documentation	
G	For designated slots, proof of HPSA, MUA/MUP federal ID must be included. For discretionary slots, the specific community need is listed on VDH's website	☐
	For flex and discretionary slots, a copy of the facilities official Employee Identification Number (EIN) and a notarized affidavit supporting documentation that at least 30% of the patient encounters for a period of one year reside in a primary care HPSA/MUA/MUP must be included.	
	Please select the type of slot you are applying for: ☐ Designated ☐ Discretionary ☐Flex	
H	Curriculum Vitae and Diplomas/ECFMG Certificate/Certificates of J-1 Physician	☐
	Please enter description of the applicant's discipline and specialty: _____	
	United States Medical Licensing Examination (USMLE) or equivalent and show proof of all three scores	
	Please indicate when the physician completed their residency program. If the physician is still in a residency program, please indicate the anticipated completion date _____	

Additional Documents	Check √
Tri-Party Agreement between the J-1 physician, employer, and VDH	☐
Virginia Conrad 30 Waiver Program Guidelines Signature Page	☐

Important: This document must be completed by a licensed attorney or law firm.

Please note: Recruitment materials should not be included with Conrad 30 applications. Any such documentation, or other additional materials, will result in the application being rejected.

***An example attachment is provided on VDH-OHE website.**