



CONRAD 30/J-1 VISA WAIVER PROGRAM Florida Department of Health Sponsorship

The Conrad 30/J-1 Waiver Program in Florida

The goal of the Conrad 30/J-1 Visa Waiver Program is to improve access to qualified physicians within federally designated Health Professional Shortage Areas (HPSAs) and Medically Underserved Areas/Populations (MUA/MUP).

Applicants must obtain the sponsorship of a state health department when applying to the U.S. Department of State (DOS) and the U.S. Citizenship and Immigration Services (USCIS). In Florida, that sponsorship is administered through the Department of Health's Primary Care Office (PCO).

Each state is allowed to sponsor up to 30 physicians each year. It is anticipated that the Florida Department of Health (FDOH) will receive more Conrad 30/J-1 Visa Waiver applications for sponsorship than the maximum allowed by the United States Citizenship and Immigration Services. Florida will accept application packets beginning at 8:00am EDT on October 3, 2016. Packets received prior to this date will not be opened.

The Florida Department of Health's participation is voluntary. The submission of a complete waiver application package does not ensure that the Florida Department of Health will sponsor that physician for a waiver. In all instances the FDOH reserves the right to sponsor or decline any request for a waiver.

Applicants

- The physician must practice clinical medicine full time (40 hours per week) in a HPSA or MUA/P for the required three (3) year obligation period. Additional duties (i.e. teaching, research, supervising residents/fellows/students, supervising clinics, or other administrative work) would be over and above the required 40 hours.
- Physician's applications whose practice site location(s) are not located in either a HPSA or a MUA/MUP are considered a FLEX Waiver. There is a federally mandated limited of 10 FLEX Waivers per state. The employer should show proof that the physician will serve medically underserved patients.

Employers

- Employment Contracts must include:
 - Signatures of both the physician and employer (head of facility)
 - Minimum of 40 hours per week of direct patient care
 - Three (3) year term of employment
 - A statement that work shall commence within 90 days after the waiver is approved by the U.S. Bureau of Citizenship and Immigration Services (USCIS)

Application Packet Submission Procedure

- The submitted application packet must include all supporting information.
- Every field of the Florida Conrad 30/J-1 Visa Waiver Program Application must be completed.
- It is recommended, but not mandatory, that the applicant's DOS case number be on the bottom right of each document to assure accurate review and processing at the U.S. Department of State and the U. S. Citizenship and Immigration Services.
- It is recommended, but not mandatory, that each application include a table of contents and section dividers to assure accurate review and processing at the U.S. Department of State and the U. S. Citizenship and Immigration Services.
- Applications must be submitted to the following address.

State Primary Care Office
Division of Public Health Statistics and Performance Management
Florida Department of Health
2585 Merchants Row, Bin #A05
Tallahassee, Florida 32399

Application Packet Documents

1. Florida Conrad 30/J-1 Visa Waiver Program Application
2. Practice Facility Letter
A letter from the practice facility that indicates a commitment to hire the physician.
3. Employment Contract
4. Evidence of Shortage Designation Status
A copy of the HRSA "[Find Shortage Areas: HPSA & MUA/P by Address](#)" query result for each practice site location
5. Physician's Curriculum Vitae
6. Form DS-3035
USDOS J-1 Visa Waiver Sponsorship Application
7. DS-2019/IAP-66 Forms
Copies of the Certificate of Eligibility for Exchange Visitor J-1 Status for all years the physician was in J-1 status.
8. Form G-28
A copy of the Notice of Entry of Appearance as Attorney or Accredited Representative, or letterhead from law office, if an attorney represents the applicant. If this is not applicable, insert page stating such.

Application Processing

FDOH staff will review each application packet for completeness. A complete application packet includes: the FDOH application with all fields entered correctly and an original signature; and all other documents mentioned in the above section.

The FDOH will only accept applications submitted on the 2016-2017 application form. Previous years' forms will not be processed.

The first 30 application packets deemed complete will receive a FDOH sponsorship.

The application packets of sponsored physicians will be sent certified mail, return receipt requested, to the USDOS.

Applicants will be notified by email by the Florida Department of Health of their sponsorship status once the final 30 slots have been filled.

Applicants will be notified directly from the USDOS and the USCIS of their approval or denial, usually by the end of June. FDOH sponsorship does not guarantee a recommendation by the USDOS or approval by the USCIS.

Additional Information, Resources and Links

For information regarding the J-1 Visa, visit: [USDOS J-1 Visa](#)

For information regarding the USDOS application instructions, visit: [USDOS](#)

For information regarding health professional shortage areas, visit the [Health Resources and Services Administration \(HRSA\) Shortage Designation website](#).