



CONRAD 30/J-1 VISA WAIVER PROGRAM Florida Department of Health Sponsorship Guidelines 2020-2021

The Conrad 30/J-1 Visa 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).

The Conrad 30/J-1 Visa Waiver Program is based on a legally binding, three-year employment contract by a foreign physician applicant and employer.

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

The Department will accept applications beginning at 8:00 a.m. EDT on Monday, October 5, 2020, through Friday, October 16, 2020, at 5 p.m. The Department will only accept applications during this time.

The Department's participation is voluntary. Submission of a waiver application package does not assure the Department will sponsor that physician for a waiver. In all instances, the Department reserves the right to sponsor or decline any request for a waiver.

The Department's sponsorship process is based on the eligibility requirements of the USDOS and the USCIS and 8 U.S. Code §1184(l)(1)(C)(ii). Applicants must meet the eligibility requirements listed in the website links below to be considered for sponsorship.

Websites:

<https://www.uscis.gov/working-united-states/students-and-exchange-visitors/conrad-30-waiver-program>

<https://travel.state.gov/content/travel/en/us-visas/study/exchange/waiver-of-the-exchange-visitor/eligibility.html>

Applicants

- Applicants must agree to be employed full-time (40 hours per week of direct patient care) in H-1B nonimmigrant status at a health care facility located in an area designated by the U.S. Department of Health and Human Services (HHS) in a HPSA, for at least three (3) years after their waiver is approved by the USCIS.
- Applicants must obtain an employment contract from the employer/health care facility where they are to be employed
- Employment Contracts must include:
 - Signatures of both the physician and the employer (head of facility).
 - A minimum of 40 hours of direct patient care per week.
 - A specific contract length, which at a minimum, must be for three years.
 - A statement that the physician "agrees to begin employment at the health care facility within 90 days of receipt of the waiver, not the date his or her J-1 visa expires, and will continue to work for a total of not less than three (3) years after the approval is granted." (<https://www.uscis.gov/working-united-states/students-and-exchange-visitors/conrad-30-waiver-program>) 8 U.S. Code §1184(l)(1)(C)(ii).
- Letters of agreement for employment and letters of offers for employment will not suffice for an employment contract.

- Applicants must obtain a “no objection” letter from his or her home country if the home government funded his or her exchange program.
- Applicants must begin employment at the health care facility/employer within 90 days of receipt of approval of the waiver by the USCIS.
- Applicants should include all practice site locations on the application that are cited in the employment contract.
- States may sponsor a maximum of 10 FLEX Waiver applicants. FLEX Waiver applicant employers are those not located in a designated HPSA or Medically Underserved Area (MUA), yet still provide care to medically underserved patients and patients residing in designated HPSAs and/or MUAs. The employer must include evidence in the application packet the employer’s proof that the practice site serves medically underserved patients (Medicaid and uninsured) (8 U.S. Code §1184(l) (1)(D)(ii)). The Department will only accept applications submitted on the 2020-2021 application form. Previous years’ forms and employment contracts will not be considered for entry in the random selection process.

Employers

- Employers must provide an employment contract between the employer and the physician. Employment Contracts must include:
 - Signatures of both the physician and the employer (head of facility).
 - A minimum of 40 hours of direct patient care per week.
 - A specified term of employment (contract length), which cannot be less than three years.
 - The statement that the physician “agrees to begin employment at the health care facility within 90 days of receipt of the waiver, not the date his or her J-1 visa expires, and will continue to work for a total of not less than three (3) years after the approval is granted.” (<https://www.uscis.gov/working-united-states/students-and-exchange-visitors/conrad-30-waiver-program>) 8 U.S. Code §1184(l)(1)(C)(ii). (Additional caveats or alterations to this language cannot be accepted.)
- Recommended items to be included in employment contracts (not mandatory):
 - Address of all practice locations.
 - HPSA name and ID number for all practice locations.
 - Direct patient care hours per week per location.
- Letters of agreement for employment and letters of offers for employment will not suffice for an employment contract.

Application Packet Submission Procedure

- The submitted application must include all required documentation (See the Required Application Documents Section below).
 - Every field of the Florida Conrad 30/J-1 Visa Waiver Program Application must be completed. (The Department will only accept applications submitted on the 2020-2021 application form. Previous years' forms and employment contracts will not be considered for entry in the random selection process.)
- It is recommended, but not mandatory, that the applicant's USDOS case number be on the bottom right corner of each document to assure accurate review and processing at the USDOS and the USCIS.
- It is recommended, but not mandatory, that each application include a table of contents and 8½" x 11" section dividers to assure accurate review and processing at the USDOS and the USCIS.
- Applications will be accepted by mail only to the following address:

The Florida Department of Health
Division of Public Health Statistics and Performance Management
State Primary Care Office
4052 Bald Cypress Way Bin #A05
Tallahassee, Florida 32399-1720

Required Application Documents

1. Florida Conrad 30/J-1 Visa Waiver Program Application (The Department will only accept applications submitted on the 2020-2021 application form. Previous years' forms and employment contracts will not be processed.)
2. Practice Facility Letter - A letter from the practice facility that indicates a commitment to hire the physician.
3. Employment Contract (Letters of agreement for employment and letters of offers for employment will not suffice for an 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, including the bar code sheet.
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 a law office, if an attorney represents the applicant. If this is not applicable, an inserted page stating such.

Process for Review of Applications

The Department will review each application to ensure it is complete and that the applicant meets the federal eligibility standards listed above. A complete application includes: The Department application with all fields entered correctly and an original signature; and required application documents listed in the Required Application Documents section on the previous page.

The Department will only accept applications submitted on the 2020-2021 application form. Previous years' forms and employment contracts will not be processed.

The Department will sponsor up to 30 application packets filed timely which are complete and meet the federal eligibility requirements. If the Department receives more than 30 application packets which are complete and meet the federal eligibility requirements, it will use a computer-generated random selection process to select 30 for sponsorship.

The Department will send the final 30 sponsored applications for sponsorship to the USDOS by certified mail.

The Department will notify applicants by email of their sponsorship status once the final 30 slots have been filled.

The USDOS and the USCIS will notify sponsored applicants of their approval or denial typically by the end of June. The Department's 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](#).