

J-1 VISA WAIVER PROGRAM CONTRACT GUIDELINES

- The contract **must specify** the name of the service site(s) and the address where the J-1 physician will provide his/her services. (A separate service site application must be completed and submitted for each service site where the physician will perform his/her required full-time hours per week.)
- The contract must be for at least 3 years, full-time (at least 40 hours per week), and must specify that the approved primary care/specialty services will be provided.
 - Full-time employment is defined as a minimum of 40 hours per week or a total minimum of 160 hours per month.
- The physician must agree to begin employment at the approved service site(s) within 90 days of receiving a J-1 visa waiver (must state in contract).
- Both the J-1 physician **and** the employer must sign the contract.
- The contract **shall not** include a Non-Compete Clause.
- The contract may only be terminated for cause and **may not** be terminated by mutual agreement.
- The J-1 physician and the employer **may not** change, by contractual amendment or otherwise, the essential terms of the employment contract as required by the ADHS J-1 Visa Waiver Program (the contract should include this wording verbatim).
- Until the J-1 physician completes the three-year commitment, the J-1 physician must provide services:
 - At the service site(s) specified in the employment contract,
 - To the patients specified in the employment contract, and
 - In the manner specified in the employment contract.