

# J-1 VISA WAIVER PROGRAM

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## TRANSFER CHECKLIST

**\*\* Please contact your lawyer to file forms I-129 and LCA\*\***

Please submit the following documents for documentation of the new service site request:

1. A signed letter from the physician detailing reasons for the transfer.
2. A signed statement from the current approved employer, which releases physician from contract.
3. A complete [Transfer Packet](#).
4. A full-time employment contract with the proposed transfer site for the required period of clinical medical practice, or an employment commitment letter from a VA facility. Both the physician and the employer must sign the contract. The contract may not include a Non-Compete clause. The contract may only be terminated for cause and not by mutual agreement until the three year commitment is done.
5. A description of the physician's responsibilities and schedule (hours per day and days per week), and how his/her employment satisfies important unmet health care needs of the community, average income of patients, preventive programs the physician will initiate or continue, etc.
6. A sliding discount-to-fee schedule (based on current Federal Poverty Level; <http://aspe.hhs.gov/poverty/> ), the procedure in place for its use, and the sliding fee scale notice. **Please Note: *Discounts must be offered to all patients of all providers in the employing practice and not only to the patients of the J-1 provider.*** Notice of the availability of this scale must be posted in a conspicuous location.
7. Evidence that the facility is in a federally designated Health Professional Shortage Area (HPSA) or Medically Underserved Area/Population (MUA/P).

**THANK YOU FOR YOUR INTEREST IN SERVING THE MEDICALLY UNDERSERVED IN ARIZONA**