

## Tips to Ensure Successful Completion of Your Application

### Packet:

- Be sure to include employer contact information.
- Be sure to include practice site location information for **all** sites at which the J-1 physician will practice.
- Be sure to include HPSA numbers for **all** practice sites in qualifying shortage areas.
- Be sure your packet is less than 100 pages and is UNBOUND

### Letter of Waiver Request:

- Be sure to include documentation or detail regarding employer's failed recruitment efforts of a U.S. trained physician.
- Be sure to list the Michigan Department of Community Health (MDCH) as the interested governmental agency as opposed to the Michigan Health Council (MHC).

### Employment Contract:

- Be sure to include names and addresses for **all** sites at which the J-1 physician will practice.
- Be sure to list the specialty in which the J-1 physician will practice 100% of their contract.

### Documentation:

- Be sure to include the signed Third Party Attestation if the J-1 physician will practice at a site not owned by the sponsoring employer.
- Be sure to supply supporting documentation for **all** practice sites that are classified as underserved.
- Be sure to include page numbers AND the U.S. Department of State Case Number on **every** page of your application packet.