

INSTRUCTIONS FOR

Candidates applying for Statement of Need (**SON**) certificate or Exceptional Need Certificate (**ENC**) for joining training programme/course in medical specialities in medical institutions out of India, who have earlier been issued such certificates prior to 26.03.2013:

(a) **The SON Certificate and ENC shall be issued only by the Ministry of Health & Family Welfare, Government of India, Nirman Bhawan, New Delhi.**

(b) For issue of SON Certificate or ENC, the applicants are required to apply in prescribed Application proforma as per **ANNEX – A**, alongwith following documents:

- a. **Self attested Copy/Copies** of Statement of Need (SON) certificate(s) earlier issued to / received by the applicant.
- b. **Copy** of offer letter received from the concerned foreign University/Institution
- c. **Copy** of valid INDIAN PASSPORT (excluding the blank pages)
- d. **Copy** of valid VISA in connection with applicant's present stay in the foreign country.

(c) **For issue of ENC, the applicant is required to file following documents, in addition to the documents specified above:**

- a. **Copy** of ECFMG Rules regarding '*Extension Beyond the Maximum Duration of Stay*' in the USA of seven (7) years under J-1 Visa.
- b. A "**TEMPLATE**" on the '*exceptional need*' with reference to the course of study/ specialization, i.e., a paragraph having upto 10 lines, signed by the applicant.
- c. **Signed Resume / CV** of the Applicant.

(d) The application, complete with all requisite information / documents (Original or Copy – as applicable) must be sent by post to : The Under Secretary (IC), International Cooperation Section, Ministry of Health & Family Welfare (Department of Health & Family Welfare), Room No. 514, 'A' Wing, Nirman Bhawan, New Delhi – 110011. Applications can also be deposited in person with IC Section, Room No. 648-A, 6th Floor, Nirman Bhawan, New Delhi on any working day (Monday to Friday), during 11 AM to 1 PM.

(e) A letter conveying the decision on the application or the SON Certificate/ENC shall be sent by post to the applicant at the given address in India. Alternatively, the Certificate can be collected in person, either by the applicant himself/herself or by a person duly authorized in writing by the applicant in this behalf, on any working day, during 4 PM to 5:30 PM. The average processing time for an application for issue of SON Certificate is 10 working days, whereas for ENC it would be a minimum of 30 working days.

(f) A separate application is required to be submitted for every fresh issue of SON Certificate for study in any speciality/super speciality or for further study in other specialities / super specialities or for issue of ENC for any speciality/super speciality.

(g) **Guidelines** for issuance of Statement of Need (SON) Certificate and Exceptional Need Certificate (ENC) are given in **ANNEX – B.**

For use by the Ministry of Health and Family Welfare	
Application Number & Date	
Application for	Statement of Need (SON) Certificate OR Exceptional Need Certificate (ENC) (Specify)

APPLICATION

[To be filled-up by candidates applying for Statement of Need (SON) Certificate OR Exceptional Need Certificate (ENC) for training programme/course under various medical courses / specialities in medical institutions out of India, who have earlier been issued such certificates prior to 26.03.2013]:

[Note: Application, alongwith all requisite information / documents (Original or Copy – as applicable) to be sent to: The Under Secretary (IC), International Cooperation Section, Ministry of Health & Family Welfare (Department of Health & Family Welfare), Room No. 514, 'A' Wing, Nirman Bhawan, New Delhi – 110011.]

Sl. No.	Items of Information	Information to be furnished by candidates	
1.	Name of the applicant		
2.	PAN		
3.	Present Address (in India or abroad)		
4.	If abroad, since when (DD/MM/YYYY)		
5.	Permanent Address in India		
6.	Date of Birth (DD/MM/YYYY)		
7.	Place of Birth:		
8.	Nationality:		
9.	Father's name		
10.	Mother's Name		
11.	Indian Passport Number		
12.	Date of Issue (DD/MM/YYYY)		
13.	Place of Issue		
14.	Valid upto (DD/MM/YYYY)		
15.	Validity of Visa upto (DD/MM/YYYY) [If applying for a course in USA, please enclose copy of valid USA Stamp Visa/ Visa papers]		
16.	Details of Academic Qualifications from graduation onwards		
Sl. No.	Name of Course / Study	Year of Passing	Name of the Institution and University
(i)			
(ii)			
(iii)			
(iv)			

17.	MCI Registration No.	
18.	Date of MCI Registration	
19.	Details about the Training Programme/Course to be undertaken out of India [Enclose copy of Offer letter received from the University/Institution]	
	(a) Name of the Speciality Training / Course of Study	
	(b) Starting from (DD/MM/YYYY)	
	(c) Duration of the Course	
	(d) Name & complete address of the Institution/ University	
20.	Whether Statement of Need (SON) Certificate has ever been issued earlier to the applicant	Yes/No
21.	If answer to Question no. 16 is Yes, please furnish following details, and also attach self attested copy/copies of the SON Certificate(s) issued earlier	
	(a) Date of issue of SON Certificate (DD/MM/YYYY)	
	(b) Name of the Speciality Training / Course of Study covered in the SON Certificate	
	(c) Date of beginning of the Training/Course (DD/MM/YYYY)	
	(d) Duration of the Course	
	(e) Name & complete address of the Institution/ University	
22.	Facts and circumstances justifying issue of SON Certificate/ENC	
23.	WRITTEN ASSURANCE/UNDERTAKING:	
	I, _____, son/daughter/wife of _____, a resident of (permanent address in India), and at present residing at _____, do undertake to return to India upon completion of training in (Name of the country) and enter the practice of medicine in India in the specialty of training.	
24.	I solemnly declare that to the best of my knowledge and belief, the information furnished by me in Col. 1 to Col. 23 in the application above and the enclosures thereof is correct and complete. Full Signature _____ Name : _____ E-Mail: _____ Tel. No.: _____ Date: _____ Place: _____	

Enclose the following documents (Self attested copy/copies):

- (i) SON Certificate(s) issued earlier
- (ii) Offer letter received from the concerned foreign University/Institution
- (iii) Valid INDIAN PASSPORT (excluding the blank pages)
- (iv) If applying for a course in USA, valid US Stamp VISA / US VISA papers [DS-2019, I-20, I-94, I-797, Employment Authorization Card (I-766) in connection with applicant's present stay in the USA.

If applying for issue of ENC, please also enclose the following documents, in addition to the above:

- (i) **Copy** of ECFMG Rules regarding '*Extension Beyond the Maximum Duration of Stay*' in the USA of seven (7) years under J-1 Visa.
- (ii) A "**TEMPLATE**" on the '*exceptional need*' with reference to the course of study/ specialization, i.e., a paragraph having upto 10 lines, signed by the applicant.
- (iii) A signed Resume / CV of the Applicant.

Guidelines for Statement of Need (SON) Certificate/ Exceptional Need Certificate (ENC)/ No Obligation to Return to India (NORI) Certificate, for such Candidates who have earlier been issued such certificates prior to 26.03.2013 and who are applying for Statement of Need (SON) certificate or Exceptional Need Certificate (ENC) for joining training programme/course in medical specialities in medical institutions out of India:

- i) NORI (No Obligation to Return to India) certificate will not be issued.
- ii) There will be no restriction for issuing SON certificates or for extension thereof, subject to the normally permissible period of study of 7 years on J-1 visa in the USA or a maximum of 7 years subject to applicable laws in any other country.
- iii) **The SON Certificate and ENC shall be issued only by the Ministry of Health & Family Welfare (MoHFW), Government of India, Nirman Bhawan, New Delhi.**
- iv) For issue of SON Certificate or ENC, the applicants are required to apply in prescribed Application proforma as per **ANNEX – A**, alongwith following documents:
 - a. **Self attested copy/copies** of Statement of Need (SON) certificate(s) earlier issued to / received by the applicant.
 - b. **Self attested copy** of offer letter received from the concerned foreign University/Institution
 - c. **Self attested copy** of valid INDIAN PASSPORT (excluding the blank pages)
 - d. **Self attested copy** of valid VISA in connection with applicant's present stay in the foreign country.
- v) **For issue of ENC, the applicant is required to file following documents, in addition to the documents specified above:**
 - a. **Copy** of ECFMG Rules regarding '*Extension Beyond the Maximum Duration of Stay*' in the USA of seven (7) years under J-1 Visa.
 - b. A "**TEMPLATE**" on the '*exceptional need*' with reference to the course of study/ specialization, i.e., a paragraph having upto 10 lines, signed by the applicant.
 - c. **Signed Resume / CV** of the Applicant.

- vi) A separate application is required to be submitted for every fresh issue of SON Certificate for study in any speciality/super speciality or for further study in other specialities / super specialities or for issue of ENC for any speciality/super speciality.
- vii) Applications incomplete in any respect will not be considered for acceptance or for issue of SON Certificate or ENC.
- viii) Considering evolution of new medical fields and required facilities available in India, ENC shall not be issued for common specialties for which training facilities are available in the country. However, for study/training courses in new fields, issue of ENC would be considered on case to case basis based on the recommendation of an Expert Standing Committee (to be constituted by MoHFW) with two experts from the same specialty for which ENC is sought. Once an ENC Certificate is recommended by the Expert Standing Committee in a financial year for a particular field for a candidate, all similar cases during the same financial year shall be processed for approval without making reference to the Committee. Similarly, if a request for issuing ENC for a particular field is rejected in a financial year by the Expert Standing Committee, no similar case need be referred to the Committee during the same financial year and the request shall be turned down at the level of MoHFW.
- ix) The candidate will inform the SON Certificate/ENC issuing authority of his/her arrival in India within a period of three (3) months from the date of completion of the course mentioned in the SON Certificate/ENC. In case the candidate fails to report within the stipulated time period or takes longer to report because of some unforeseen reasons, the candidate or his authorized representative will intimate the unforeseen situation leading to non-compliance with the undertaking given by the Candidate to the SON Certificate/ENC issuing authority and the authority shall have the option to further extend the reporting period for a maximum of three (3) months beyond, after considering the explanation offered and taking into account the evidences adduced.
- x) In case the candidate fails to return to India upon completion of training/Course even after the extended period, the Ministry of Health & Family Welfare, Government of India shall be at liberty to take such action as deemed appropriate to enforce his/her return to India, including by taking up at an appropriate level with the foreign country authorities the issue of non-compliance with the Assurance/Undertaking given by the Candidate to Government of India at the time of issue of SON Certificate/ENC.