

J-1 Scholar/Student Intern Transfer-In Request

This document is for a J-1 scholar or student intern (Research Scholar/Professor/Short Term Scholar/Student Intern categories) already in the U.S. at another institution who wants to transfer his/her current program sponsorship to Virginia Tech. The J-1 scholar must complete Section I. The VT Host Department must complete Section II. The RO/ARO at the J-1 Scholar's current institution must complete Section III. **Return completed form to Mollie LoJacono mhyde@vt.edu; fax: 540-231-6427; MC 0378 with the following attachments:**

- copies of J-1 scholar's (and dependents') current and previous DS-2019s
- copies of J-1 scholar's (and dependents') passports
- copies of J-1 scholar's (and dependents') J visas
- proof of funding (if not funded by VT)
- proof of completion of the [export review and HR conviction check](#)

J-1 Scholar Transfer Eligibility Requirements and Instructions

1. **J-1 Status**: To be eligible for a transfer, the J-1 scholar must be in valid J-1 status and in the U.S. on the transfer effective date.
2. **212(e)**: To be eligible for a transfer, the J-1 scholar is a) **not** subject to 212(e); or b) subject to 212(e) but has **not** applied for or received a waiver.
3. **Check-In**: The J-1 scholar must check-in at International Support Services (526 Prices Fork Rd) within 10 days of the transfer effective date to complete the transfer. If the J-1 scholar does not check-in within 10 days, his/her SEVIS record will be terminated and he/she may be out of status. J-1 Scholars must bring the following documents to check-in: DS-2019, passport, proof of funding, proof of insurance, local address.
4. **Working**: The J-1 Scholar may only start working after he/she has checked-in at International Support Services and completed the transfer.
5. **Travel**: Virginia Tech can only access the J-1 scholar's SEVIS record and issue the VT DS-2019 on or after the actual transfer effective date. Travel outside the U.S. before the transfer has been completed may negatively affect the transfer process and cause difficulties for the scholar re-entering the U.S. J-1 scholars who wish to travel must discuss travel plans with Mollie LoJacono **before** the transfer.



J-1 Scholar/Student Interns Transfer-In Request Form

Send to Mollie LoJacono in ISS (mhyde@vt.edu; mail code 0378) with required attachments

- copies of J-1's (and J-2s') current and previous DS-2019s
copies of J-1's (and J-2s') passports bio pages
J-1 scholar's (and J-2s') J visas
proof of funding (if not funded by VT)

SECTION I: Scholar Information -- to be completed by J-1 Scholar wishing to transfer to Virginia Tech

Family name, Given Name(s), Date of Birth, Email, Phone, Requested Start Date at Virginia Tech
I request my J-1 Exchange Visitor SEVIS record to be transferred to Virginia Tech. I grant permission for the information requested to be released to Virginia Tech. I understand and agree to the transfer requirements above and certify that I am in status and eligible for a transfer. I am (check one): [] NOT subject to 212(e); [] subject to 212(e) but have NOT applied for or received a waiver.
VT transferring in J-1 Scholar Signature, Date

SECTION II: VT Hosting Department Information -- to be completed by VT Hosting Department

VT Department and address where J-1 Scholar will work (include street address, building, room number, city, state, zip, and mail code)
Program Description: What will scholar be doing and in what field/area of study?
Requested VT Start Date, End Date, Amount of VT Funding
Faculty Host, Faculty Host email, Faculty Host phone
Department Contact, Department Contact email, Department Contact phone
I have read and understood the Requirements and Procedures for Inviting J-1 Exchange Visitors and will abide by all immigration regulations and university guidelines. I will notify ISS of changes in the J-1's program. All information herein is correct to the best of my knowledge.
Faculty Host Signature, Date

SECTION III: Current Institution Information -- to be completed by J-1 Scholar's Current Institution's RO/ARO

Name of Current Institution, Current Institution J-1 Program Number
Exchange Visitor's SEVIS number, EV's start date/initial entry into U.S., Dates of EV's current appointment at your institution
Current DS-2019 Field/Subject Code, Area of Research
Transfer Effective Date (VT's EV Program #: P-1-00071), Is the EV subject to 212(e)?, Has the EV applied for/received a waiver?
RO/ARO Name and Title, RO/ARO Email, RO/ARO Phone
I certify to the best of my knowledge that the J-1 scholar noted above is in status according to DOS regulations and eligible for a transfer.
RO/ARO Signature, Date