J-1 Scholar Transfers to the University of Wisconsin-Madison

Individuals in possession of a J-1 visa who are currently inside the U.S., but whose J-1 Program is sponsored by another institution may be eligible for transfer to UW-Madison. The prospective J-1 Scholar should currently be in one of the following J-1 Exchange Visitor categories: Professor, Research Scholar, Short-term Scholar, or Specialist (See Box #4 on the DS-2019 Form).

***NOTE: the J-1 Scholar’s field-of-specialization cannot change while transferring from one J-1 Sponsor to another. (See box#4 on the DS-2019 Form under Subject/Field Code and Subject/Field Code/Remarks)

The UW-Madison Department needs to submit the required documentation to the IFSS Office on behalf of the prospective J-1 Scholar. Applications submitted by anyone other than the UW-Department cannot be processed by the IFSS Office.

The required documentation for a J-1 Transfer Application:

☐ Completed DS-2019 Application Form

☐ Copy of UW-Madison department appointment letter for employees or invitation letter for Honorary Fellows.

☐ Evidence of sufficient financial support must be provided either through UW funds, personal funds, scholarship, or a combination of the three. This evidence must be provided in English or with an English translation, in US currency, and on letterhead. Please refer to the financial guidelines chart.

☐ The contact information for the International Advisor at the J-1 Scholar’s current institution.

☐ Copies of ALL DS-2019 forms produced by the current institution and any prior institution(s).

All documentation should be provided to the IFSS Office no later than 30-days prior to the program start-date.

• The UW-Madison DS-2019 form cannot be processed prior to the effective start date of the transfer. The federal immigration database, SEVIS, will not allow UW-Madison to access the J-1 scholar’s record until the effective transfer date.

• If the prospective scholar has international travel plans close to the effective transfer date, the IFSS Office should be notified as soon as possible. The transfer may be negatively impacted by international travel, and the scholar may experience difficulties re-entering the U.S.
- J-2 Dependent records will be transferred automatically with the J-1 Scholar’s record, and will receive their own UW-Madison J-2 DS-2019 forms once the transfer has been processed.

**Responsibility of Prospective J-1 Scholar**

- The prospective J-1 Scholar should contact their current International Office to verify if any procedures exist that must be completed to be eligible for release from the current J-1 Program.

- The prospective scholar will need to register with the IFSS office as soon as possible after arrival, the registration procedure is outlined [here](#).

- The transferred scholar is required to sign-up for the J-1 Scholar Orientation.

- Once the J-1 scholar registers, IFSS will complete the transfer process and generate a UW-Madison DS-2019 Form.