J-1 Scholars who are currently inside the U.S., but are on another institution’s J-1 Program, need to 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.

- If the scholar will not receive a UW-salary, then there must be financial support documentation that is provided (in US$ and in English or with English translation) on letterhead. It must meet or exceed the required levels:  
  http://www.ohr.wisc.edu/ifss/imminfo/JScholar/JScholarDependentLivingExpenses.doc.

- The contact information for the J-1 International Advisor at the 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. Immigration’s database, called SEVIS, will not release a J-1 Scholar’s record until the program start-date or after.

- If the prospective scholar should have any travel plans outside the U.S. before the transfer effective date, the IFSS Office should be notified as soon as possible. It is possible that the transfer could be negatively affected by the scholar’s leaving the U.S. before the transfer has been processed, and the scholar might have difficulties re-entering the U.S.
• J-2 Dependent records will be processed for transfer automatically with the J-1 Scholar’s and they will receive their own UW-Madison J-2 DS-2019 forms once the transfer has been processed.

Responsibility of Transfer J-1 Scholar

• The transfer J-1 Scholar should contact their current International Office to check if there are any procedures to be completed to be eligible for release from the current J-1 Program and transferred to the University of Wisconsin-Madison.

• The transfer scholar will need to register with the IFSS office as soon as possible after arrival in Madison. The registration requires bring the passport, I-94 card and DS-2019 Forms, and completing an "Information Form" that the front desk will provide.

• The transfer scholar should sign-up for the J-1 Scholar Orientation (usually offered to new J-1 Scholars), so that they are informed on how the International Office works at UW-Madison.

• Once the scholar registers, then IFSS can complete the transfer process and generate a UW-Madison DS-2019 Form.