

J-1 Inter-Department Transfer

You must complete this form if you will be transferring between departments and/or schools within JHU. **All fields and signatures are required. *Incomplete requests will not be processed.**

SECTION 1: Must be Completed by the J-1 Exchange Visitor (EV):

Instructions for J-1 EV: Complete and sign **Section 1**. Ask your current department to complete and sign Section 2 and return the form to you. Ask the new department to complete Section 3 and upload it to iHopkins at the time of submitting J-1 request to OIS.

Last Name: First Name: Current Department: New Department: Expected End Date in Current Department: Expected Start Date in New Department:

*By signing below, I confirm that I have given notice to my current department of my intent to transfer. I also understand that I must continue to work in my current department until my DS-2019 is amended by the OIS and/or the effective start date for new appointment has reached. Failure to do so may affect my legal J-1 status.

Signature of J-1 Exchange Visitor: Date: **SECTION 2: Must be Completed by the Current Department:**

Instructions for the current department: Complete and sign **Section 2** and return the form to J-1 EV.

*By signing below, I confirm that the aforementioned J-1 EV has informed the department of his/her intent to transfer to a different department.

End Date of Appointment: Department: Signature & Name of Dept. Administrator: Date: Signature & Name of Faculty Sponsor: Date: **SECTION 3: Must be Completed by the New Department:****Instructions for the new department:**

Department Administrator: Complete and sign **Section 3** and upload this form to iHopkins when submitting J-1 extension/amendment request.

Faculty Sponsor: To transfer the EV to a new JHU department, OIS needs to confirm that the research objective will remain consistent during the transfer. The faculty sponsor in the NEW department must provide in the box below, an explanation of how the research objective will remain similar to the EV's research objective in the current department during this transfer. Please provide a brief description of the original and new research and the relationship between both. Click [HERE](#) to review sample descriptions. Use additional pages if necessary.

*By signing below, I confirm that the aforementioned J-1 EV has been offered an appointment in my department and may begin his/her appointment only after the changes are made to the EV's SEVIS record by the OIS. I also confirm that the J-1 EV will continue his/her original research objective during this transfer.

Start Date of Appointment: Department: Signature & Name of Dept. Administrator: Date: Signature & Name of Faculty Sponsor: Date: