

J-1 Exchange Visitor Transfer-In Timeline

Johns Hopkins University

Johns Hopkins Department

~1-3 Months (Steps 1-4)

Office of International Services (OIS)

10 Business Days (Steps 5-6)

J-1 Exchange Visitor (EV)

~1-2 Weeks (Steps 7-8)

EV
Arrival
to JHU

1 The hosting supervisor/PI invites the Exchange Visitor (EV) to JHU. Department Administrator grants EV access to iHopkins database via email.

3 Once all EV eForms are complete, the Department Admin submits the following eForms: Program Information, Funding Information, Department Information (*the credentialing process must be completed by department **BEFORE** eForm Submission)

4 After the Department Admin submits their portion of eForms, the hosting supervisor/ PI must sign off on the Departmental Agreement eform ***BEFORE** the request can be sent to OIS in iHopkins*.

2 The EV completes required eForms in iHopkins including:
 -J-1 Applicant eForm
 -eShipGlobal Shipping Confirmation eForm
 -Health Insurance Pledge eForm
 (*must complete e-Ship eForm to access Insurance Pledge*)

5 OIS reviews the request to verify EV:
 -Eligibility
 -Immigration history
 -Funding
 -Academic credentials
 -Research program plan

6 *If eligible for transfer*, OIS provides EV with J-1 Transfer In form via email. EV Completes Transfer In form in coordination with current J-1 sponsor.

7 EV works with their current J-1 sponsor to schedule transfer of J-1 record to Johns Hopkins (current sponsor may have specific timelines for transfer, or require completion of Transfer Out documents).

Please note!
 Once transfer has been scheduled, Johns Hopkins/OIS can only issue the new DS-2019 form on the JHU appointment start date.

8 EV arrives to JHU on the appointment start date. **OIS issues the new DS-2019 form** and notifies EV via email that DS-2019 will be shipped to the address provided.

Don't forget!
 J-1 visitors must complete e-check in with OIS within three days of transfer.