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## J-1 EXCHANGE VISITOR TRANSFERING INTO A WAYNE STATE PROGRAM

### IMPORTANT NOTES

- The Office of International Students and Scholars (OISS) at Wayne State University (WSU) cannot issue the DS-2019 until your current school processes an electronic “transfer out” of your SEVIS record. You must meet and discuss with your current school J-1 Responsible Officer (RO) to complete the transfer out which will release your SEVIS record to Wayne State University.
- The effective date of the transfer cannot be later than the end date of the DS-2019 issued by the current school.
- You must contact WSU OISS at [oiysscholars@wayne.edu](mailto:oiysscholars@wayne.edu) with the contact information of your current school J-1 Responsible Officer and your contact information such as email ID and telephone number.

### STEPS COMPLETED BY WAYNE STATE UNIVERSITY REQUESTING DEPARTMENT

1. WSU hosting department will submit a request for a new DS-2019 to OISS. The check list and the forms are at <https://oiss.wayne.edu/immigration-visas/j1-j2-scholar-status>. The hosting department will ensure to complete the packet according to the check list and then submit the entire packet to OISS along with an IRB in the amount of \$150 for the administrative expenses.
2. Upon the receipt of the Request for a New DS 2019 scholar request, OISS will review the application and contact the transferring scholar and the RO at the scholar’s institution to explain the transfer process to WSU.
3. WSU RO will send the transferring school RO the J-1 Exchange Visitor Transfer Release Request.
4. The OISS RO must ensure that the scholar is transferring to the same field of research for which the scholar entered in the current institution.

### STEPS COMPLETED AT WAYNE STATE’S OFFICE OF INTERNATIONAL STUDENTS & SCHOLARS

1. After the school releases the SEVIS record to WSU, the scholar must immediately report to the WSU OISS office located at 42 West Warren, Room 416 at the Welcome Center. OISS is required to report the scholar's participation in the WSU J-1 Exchange Visitor program via SEVIS within 30 days of the program start date specified on their DS-2019. Due to the processing time required, s/he must report to OISS within 25 days of their start date.
2. Upon arrival to the WSU campus, the scholar must report to OISS for the New Scholar Orientation and must bring their passport, Form I-94, all previous DS-2019(s), and J-2 dependent documents, if applicable. **The New Scholar Orientation is provided ONLY on Mondays at 9:00am and Thursdays at 2:00pm.**
3. After the orientation, the J-1 RO at WSU will complete the transfer and prepare a WSU DS-2019 for the Scholar and dependents, if applicable.
4. The scholar must pay the WSU SEVIS administrative fee by personal check (not starter checks), money order, cashier’s check, traveler’s check, etc.
5. The scholar must purchase required health insurance. The OISS Health Insurance Advocate will help if needed.
6. Upon completion of orientation and taking care of the health insurance requirement the OISS RO will complete the J-1 validation in SEVIS.
7. The scholar will then complete the I-9 clearance process in OISS.

**J-1 EXCHANGE VISITOR TRANSFER IN TO WAYNE STATE UNIVERSITY**

**EXCHANGE VISITOR INSTRUCTIONS**

1. Complete Section A
2. Take it to the International Office of your current institution with copies of all of your DS-2019s, including any dependent forms.
3. Ask them to complete Section B and return it to you
4. Submit completed form to Wayne State's Office of International Students & Scholars

SECTION A: EXCHANGE VISITOR TRANSFER REQUEST	
Last Name:	First & Middle Names:
SEVIS ID:	Date of Birth:
Email:	Phone:
Start Date at WSU:	Reminder, there can be no gap in program dates between your current institution's end date and your requested WSU start date.
I request that my program sponsorship be transferred to: Wayne State University Program Number: P-1-01002	
Signature of Scholar:	Date:

SECTION B: CURRENT INSTITUTION	
Please complete this section and return the form to the scholar for submission to our office. Please do not release the scholar's record at this time. We will contact you to confirm the transfer and accept the release date.	
Name of Institution:	
End Date:	Reminder, there can be no gap in program dates between the end date at the current institution and the scholar's start date at WSU.
Current Subject/Field Code:	Subject/Field Remarks <i>(as stated on DS-2019)</i> :
Name of International Advisor:	
Email:	Phone:
Signature of Advisor:	Date: