

This form must be completed for an Exchange Visitor (EV) to transfer between departments and/or schools within WashU. **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 have your **new department** email this form to J1Scholar@wustl.edu.

Last Name: _____ First Name: _____

Current Department Name: _____ Expected End Date in Current Dept.: _____

New Department Name: _____

Expected Start Date in New Dept.: _____ Expected End Date in New Dept.: _____

*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 OISS and/or the effective start date for new appointment has reached. Failure to do so may affect my legal J-1 status.

Signature: _____

Date: _____

Section 2: Must be completed by the current WashU 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 their intent to transfer to a different department.

End Date of Appointment: _____ Department Name: _____

Dept. Contact Name: _____ Dept. Contact Email: _____

Faculty Sponsor: _____ Signature: _____ Date: _____

Section 3: Must be completed by the new department:

Department Administrator: Complete and sign Section 3 and email the completed form to J1Scholar@wustl.edu.

Faculty Sponsor: To transfer the EV to a new WashU department, OISS needs to confirm that the research objective will remain consistent during the transfer. In the box below, the faculty sponsor in the NEW department must provide an explanation of how the research objective will remain similar to the EV's research objective in the current department after the transfer. Please provide a brief description of the original and new research and the relationship between both.



Section 3 (continued): Must be completed by the new department:

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

Start Date of Appointment: _____

Department Name: _____

Name of Faculty Sponsor: _____

Signature: _____

Date: _____