



Prospective J Visa Transfer-In

The Office of International Affairs has been notified of your upcoming appointment with our institution. It is our understanding that you are currently in the U.S. on the J-1 visa. If this is correct, please comply with the following information:

1. Provide our office with a copy of your **Appointment/Offer Letter** from our institution that has been approved by the Dean or Vice President of our institution.
2. Submit a completed, signed, and dated **J-1 Biodata Form for DS-2019** (attached).
3. Provide our office with legible photocopies of **Form I-94** (front and back) for you and your dependents (if applicable)
4. Provide legible photocopies of all the form **DS-2019's** that have been issued to you and your J-2 dependents (if applicable)
5. Provide legible photocopies of your **passport** and your dependents passport (if applicable)
6. Submit a completed **Insurance and Waiver Statement** (attached)
7. A **Research Correlation Letter** from either your current supervisor or your future supervisor that specifically states that the research you will conduct at The University of Texas will directly relate to the research you have been conducting with your current institution.
8. Signed **Incidental Patient Contact Memo** (as applicable for clinical duties – form attached)
9. Complete and updated **Curriculum Vitae (CV)** or Resume
10. **Verification of financial solvency** in the minimum amount of \$1,500.00 U.S. dollars per month, and \$2,000 per year per family dependent when applicable, for the entire period of intended stay at the UTHSC-H. I understand this is required for visitors who will not be fully compensated by UTHSC-H and therefore documentation of additional financial solvency must be submitted. Supporting documents in English or accompanied by a certified English translation, which are being submitted are: *(list documents being provided as proof of financial documentation such as bank statement, financial award letter, etc.*
11. Contact your current J-1 program sponsor and notify them of your intentions to transfer to our institution. Your current J-1 program sponsor must enter your transfer information into SEVIS (Student and Exchange Visitor Information System) before any transfer can occur. Include the **Transfer-In Form** (attached) with Section II completed by the RO/ARO of the current J visa sponsoring institution confirming that the transfer of the record in SEVIS has been processed as of a specific date. Also, please attach your current Immigration advisor's email address and telephone number for our records.

Upon receipt of the above documents, our office will determine your eligibility to transfer to our institution. If all is in order, our office recommends that you obtain a statement from your current program sponsor verifying that your transfer information has been entered into SEVIS.

Once the transfer is approved, it is imperative that you present yourself with your original immigration documents to our office upon arriving and before beginning your appointment at our institution.

We welcome you to The UTHSC-H and hope that your stay here will be a pleasant and most productive one. Please contact our office at the number below to schedule an appointment for your J-1 transfer check-in.

Thank you!