J-1 Scholar Transfer-in Request Process - Department Perspective

Submit requests at least 2 weeks before the intended start date.

1. Department contact is informed of the need to request a J-1 for an incoming researcher who is already present in the U.S. in J-1 Scholar status.

2. Department contact logs into Sunapsis and initiates the J-1 request (see separate instructions - same e-form group as initial J-1 process).

3. Once all required e-forms in the J-1 request group are submitted, the case is routed to an OIS adviser.

4. OIS reviews eligibility, and works with the scholar and current institution on arranging for the SEVIS record to be released to UMB on the agreed upon UMB start date.

5. On the SEVIS release date, OIS will issue the DS-2019 for the scholar.

6. OIS does not have access to issue the DS-2019 before this date.

7. The Scholar begins work at UMB.

8. OIS e-mails the J-1 check-in instructions to the scholar and provides the DS-2019 to the scholar (department is CCd on this communication).