

## J-1 Scholar Transfer-Out Request

A USA J-1 scholar wishing to transfer program sponsorship from USA to another sponsor must complete the J-1 Scholar Transfer-Out Request Form. J-1 Scholars who wish to transfer to another institution need to be released from the USA program through the Department of Homeland Security database called “SEVIS”. All dependents will be released at the same time as the primary. J-2 Dependents may not remain at USA unless they have applied for change to another status **PRIOR** to the transfer of the J-1.

The J-1 Scholar who wishes to transfer must continue the same program objectives as those being pursued here at USA. Also, the new institution should have the same J-1 categories as USA, which includes: Professor, Research Scholar, or Short-term Scholar.

This transfer should be requested before the effective date of the transfer. The USA Office of Immigration and International Admissions must have the request form “J-1 Transfer-Out Request Form” completed and returned before a transfer can be completed in SEVIS. Late requests for transfer can result in the J-1 Scholar falling out of status.

The J-1 Scholar should contact the International Office of the prospective institution to learn about their transfer procedures, as well as to obtain the name and contact information of the Exchange Visitor Program contact person at the new institution.

The new institution’s DS-2019 form cannot be processed **PRIOR** to the effective start date of the transfer. SEVIS will not release a J-1 Scholar’s record until the program start date.

If the prospective scholar should have any travel plans outside the U.S. before the transfer effective date, USA’s Office of Immigration and International Admissions, as well as the International Office at the new institution, should be notified as soon as possible. It is possible that the transfer could be negatively affected by the scholar’s leaving the U.S. before the transfer has been processed, and the scholar might have difficulties re- entering the U.S.

**The J-1 must report to the J-1 Responsible Officer/Alternate Responsible Officer with the new program sponsor as soon as you arrive at the new location. If the J-1 does not report to the new institution, the SEVIS record may be terminated for “no show” and the J-1 and all dependents may be out of status.**

**J-1 and dependents must be in status and the DS-2019 program must not have expired at the time of this request.**

**J-1 scholars and dependents must continue their health insurance coverage at all times during the transfer and not allow for any lapse in coverage in compliance with the US Department of State Exchange Visitor regulations.**

**Transfer OUT Request for J-1 Scholars** Rev. 08/17

Instructions for the J-1 scholar: Please complete Section A of this form and then forward this form to the International Office at your new institution. The new institution will then complete Section B and fax or scan/email the request back to our office. Your transfer request will not be processed until we receive the completed form.

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**Section A** (to be completed by the transferring J-1 scholar)

USA J# \_\_\_\_\_ SEVIS ID # \_\_\_\_\_

Name: \_\_\_\_\_  
Family/Last Name First Name Middle Name

Home country: \_\_\_\_\_ Date of birth: \_\_\_\_\_ Month / Day / Year

Requested date of transfer: \_\_\_\_\_  
Month / Day / Year

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Have you applied for or received a waiver of the 212(e) two-year home residency requirement?  
 No  Yes - attach copies of your waiver application/notices

**I understand that I must report to the J-1 Responsible Officer/Alternate Responsible Officer with the new program sponsor as soon as I arrive to the new location, but no later than 30 days after. If I do not report within 30 days, I understand that my SEVIS record may be terminated for “no show”.**

**Scholar's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**ATTACH A COPY OF YOUR CURRENT DS-2019**

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**Section B** (to be completed by the RO/ARO at the new institution)

Name of institution: \_\_\_\_\_

Program Number: \_\_\_\_\_ Proposed transfer date: \_\_\_\_\_ month/day/year

Name of RO or ARO: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**I have verified that the category and area of intended work is consistent with the US DOS EV regulations and that the transfer is in compliance with the applicable regulations.**

**Signature of RO/ARO:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please return the completed form to the Office of Immigration and International Admissions at the University of South Alabama, via email to [immigration@southalabama.edu](mailto:immigration@southalabama.edu). Thank you!