



Transfer In for Degree-Seeking J-1 Students

Who can “transfer in” their SEVIS record?

Degree-seeking Sponsored Students who are currently enrolled at the University of Utah and have a J-1 visa sponsored by an outside organization (e.g., Fulbright students sponsored by IIE, AMIDEAST, or LASPAU) may be able to transfer their SEVIS record to the University of Utah’s sponsorship in order to complete their degree after their sponsoring funding period has expired. Transferring in a student’s SEVIS record is contingent on the approval of the student’s original sponsoring organization, along with providing the required documentation through the “**J-1 Student: Transfer In**” E-form.

When should I transfer my SEVIS record?

We recommend that you request to have your SEVIS record transferred from your sponsoring organization to the University of Utah at least **two weeks before the program end date** on your current DS-2019. If your DS-2019 does not expire in the semester you are transferring your record to the University of Utah, you must submit this request at least **two weeks before the last day of the current semester**.

How do I request to have my SEVIS record transferred in?

To request the University of Utah to accept a transfer of your SEVIS record, you must **complete the following steps**:

1. You must first be currently enrolled in a degree-seeking program at the University of Utah and on a J-1 student visa with a valid, unexpired DS-2019.
2. Contact your sponsoring organization to request to have your SEVIS record transferred to the University of Utah for the remainder of your studies. Your sponsoring organization may provide you with a “**Transfer of Visa Sponsorship**” form; please complete this form with your sponsoring organization prior to Step #2.
3. Fill out the “**J-1 Student: Transfer In**” E-Form using the iStart link  found at www.ic.utah.edu. This form will need to include:
 - a. Your name, birth date, contact information, and current physical address
 - b. An uploaded copy of your passport, visa page, I-94, and current DS-2019
 - c. An uploaded copy of your financial documentation
 - d. An uploaded copy of the “**J-1 Student Transfer-In Sponsor Authorization Form**”, filled out and signed by your advisor at your sponsoring organization
4. **If your current DS-2019 is expiring at the end of the semester in which you are transferring in** to the University of Utah, please indicate that you will require a DS-2019 extension in your “Transfer In” E-form.
 - a. If you require a DS-2019 extension, you will also need to input your Academic Advisor’s name and contact information to confirm your anticipated graduation date.
 - b. Your E-form is not considered ‘complete’ until your Academic Advisor approves your request. Processing time is up to 2 weeks after both you *and* your Advisor’s submissions are received.
5. A new DS-2019 will be issued reflecting your new program sponsor (University of Utah). Once approved, you will receive an email from the ISSS office notifying you that your new DS-2019 is ready to be picked up.

Please note: This policy guide is for degree-seeking J-1 students currently studying at the University of Utah.

If you are a non-degree seeking exchange student on a J-1 visa, you are not eligible to transfer your SEVIS record to the University of Utah. If you have questions about continuing your studies at the University of Utah, please schedule an appointment with a Sponsored Student Advisor.