Transfer-IN for J-1 Exchange Visitor (EV) Scholars

Who can “transfer in” their SEVIS record to the University of Utah?

J-1 Exchange Visitors may transfer to another institution in the U.S. as long as the purpose of a transfer is to continue the original program goals and objectives of an exchange program and if the EV remains within the same participant category (Research Scholar, Professor, Short-term Scholar, Student Intern, and Specialist).

Please Note: If you are unsure if a new program at the University of Utah would be a continuation of the objectives of a current program, please complete a Transfer Survey to assess both programs.

General Guidelines for a Transfer In:

- We recommend to communicate with the Alternate Responsible Officer (international scholar advisor) at your current institution at least one month before the start of a new appointment at the University of Utah, as both institutions must collaborate on all SEVIS transfers.
- There must be no gap between the end date of the program at your current institution and the transfer effective (begin date) date at the University of Utah. Both institutions will communicate as to the appropriate transfer effective date.
- A new DS-2019 will be issued to you on or after the transfer effective (begin) date has been reached.

How to Apply for a Transfer In:

To facilitate a SEVIS transfer of your Exchange Visitor Program to the University of Utah, there are two main steps that must be followed, one by the host department and one by the Exchange Visitor:

- **Host Department:** Submit a DS-2019 application to the University of Utah’s International Student and Scholar Services (ISSS) office. This can only be done by the host academic department, as we will not accept this application from an Exchange Visitor. More information on the process (DS-2019 application Guide) can be found here.
- **Exchange Visitor:** Submit a Transfer-In SEVIS record E-form through UAtlas. Please contact ISSS for a limited services PIN in order to access the e-form. You should be prepared to provide the following information:
  - Name of your current institution
  - Name and email address of the Alternate Responsible Office or Responsible Officer (ARO) at your current institution
  - Program Number of your current institution (section #2) and Subject/Field Code (section #4) from your DS-2019
  - End Date of your Exchange Visitor Program at your current institution and the Begin Date of your Exchange Visitor Program at the University of Utah
  - Brief summary of your research/teaching goals and objectives

Disclaimer: International Student & Scholar Services provides support and information related to U.S. immigration laws and regulations related to F and J status. ISSS staff are not attorneys and any information provided by us should not be construed as legal advice. Individuals are welcome to consult a qualified immigration attorney for specific legal advice, particularly in complicated cases. For a list of local Utah attorneys please visit our website here.