

## 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 date.
- You are not allowed to begin a **new Exchange Visitor Program at the University of Utah** until 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](#).