

## **INSTRUCTIONS TO TRANSFER FOR J-1 STUDENTS/SCHOLARS**

### **INTRODUCTION**

An International Student/Scholar who is maintaining status may transfer to another US DHS/DOS approved school/program by following the advanced notification of the OIE and SEVIS transfer procedures. The following apply:

- A J-1 student/scholar must be in full time status at all terms at the home/originating institution.
- **J-1 STUDENT** - A J-1 student who was not pursuing a full course of study at the school he/she was last authorized to attend is ineligible for school transfer and must apply for reinstatement or, in the alternative, may depart USA and return as an initial entry in a new J-1 nonimmigrant status.
  - In the case of a J-1 student authorized to engage in post-completion Academic Training, he/she must be able to resume classes within 2 months of transferring out of the school that recommended AT or the date the AT authorization ends, whichever is earlier.
  - A J-1 student must begin classes at the transfer school or program within 2 months of transferring out of the current school or within 2 months of the program completion date on his or her current Form DS-2019, whichever is earlier.
  - Student must intend to pursue a full course of study at the new school.
  - Student must be financially able to attend the new school.
  - All J-2 dependants must transfer with J-1 and J-2 must be in status as well.
- **J-1 SCHOLAR** - A J-1 scholar who was not pursuing the prescribed activity at the school he/she was last authorized to be at is ineligible for school program transfer and must apply for reinstatement or, in the alternative, may depart USA and return as an initial entry in a new J-1 nonimmigrant status.
- The DS-2019 must be appropriately endorsed in the transfer authorization section for ALL J-1 scholars in order to effect the transfer.

### **TRANSFER OUT OF AUBURN UNIVERSITY (Use the INTENT TO TRANSFER OUT OF AU FORM)**

J-1 student must notify OIE in writing of his/her plan to transfer out of Auburn University **at least 60 days in advance** and must indicate the date and school/program to which he/she will transfer. No actions will be taken until OIE receives the following documents from the J-1:

- Complete the **INTENT TO TRANSFER OUT OF AU FORM** including the date and school to which student will transfer, student's ID #, a copy of SEVIS Form DS-2019, a copy of I-94, a copy of passport information page(s), and a copy of US Visa.
- Both student's/scholar's academic advisor/host and department head must sign and date the **INTENT TO TRANSFER OUT OF AU FORM** that must be submitted on department letterhead.
- A **STATUS VERIFICATION FORM** or **TRANSFER CLEARANCE FORM** as appropriate from the institution to which you will transfer.
- Admission letter from the transfer TO institution or letter of offer from the college or university where student/scholar will transfer TO if applicable.

#### **NOTE:**

1. If a student/scholar changes his/her mind for a certain reason, AU OIE can only cancel the student's transfer request **prior to the release date.**
2. The SEVIS release date is the current semester or session completion date, or the date of expected transfer if earlier than the established academic cycle.
3. After the release date, the student/scholar must work with the DSO of transfer school to accomplish a second transfer to another BCIS approved school or transfer back to his or her previous school.

### **TRANSFER TO AUBURN UNIVERSITY (Use the STATUS VERIFICATION FORM)**

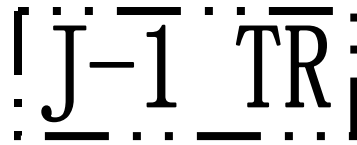
International Students are required to report to AU OIE within fifteen (15) days of the program start date listed on the SEVIS Form DS-2019, otherwise a student will be considered out of status and must apply for REINSTATEMENT. The following documents must be presented to OIE when completing the transfer procedures:

- AU OIE Status Verification documentation completed by the previous institution (including SEVIS release dates).
- Copies of all DS-2019s from student's previous institutions attended (original).
- Valid passport (original), I-94 (original), U.S. Visa (original).
- US DHS CIS Form AR-11, and
- Copies of any employment authorizations (Academic Training, J-2 EAD's, etc.) if applicable.

#### **\*NOTE: J-1's transferring to AU will obtain the AU SEVIS DS-2019 when reporting to AU OIE**

Upon receipt of the above documents, OIE will update SEVIS. The RO at OIE will also sign the SEVIS Form that the transfer was completed on MM/DD/YYYY and return the Form to J-1. Keep the form for your permanent record along with DS-2019s from previous programs.

**AUBURN UNIVERSITY Office of International Education**  
**INTENT TO TRANSFER OUT OF AU FORM**



Date Stamp
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If you are planning to transfer out of Auburn University, you must notify AU OIE your intent of transfer out by completing the INTENT TO TRANSFER OUT OF AU FORM and visit the Office of International Education in person at least **30 days in ADVANCE** before the SEVIS release date, i.e., current semester or session completion date. **You MUST submit your most current SEVIS Form DS-2019, I-94, passport, U.S. Visa, official transcript, Status Verification Form and admission letter from your future institution, etc. to OIE. PLAN AHEAD!** No action will be taken until AU OIE receives and checks all documents required. Please provide the following information so that OIE can assist you:

Name(print)		Last name		First name	
Student ID		SEVIS ID		I-94	
E-mail			Phone		Date your DS-2019 Program ENDS:
Personal Email:					
Number of dependents	SEVIS ID# numbers:	Child:		Child:	
	Spouse:	Child:		Child:	
The department you are studying/working in					
J-1 Category:	<input type="checkbox"/> Student in <input type="checkbox"/> Degree <input type="checkbox"/> Non Degree program <input type="checkbox"/> Professor <input type="checkbox"/> Research Scholar <input type="checkbox"/> Specialist <input type="checkbox"/> Short term visitor				
<b>Date of intended transfer out – after this date all your SEVIS records will have been transferred automatically to the new school/program:</b>					
The name, address and contact person of the institution you will transfer to					
Have you been out of J-1 status for any reason since you enter into USA? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when, why and how reinstated _____ attach a written explanation and copy of your reinstatement document.					
Are you engaging in Post-completion AT now? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, Start date _____ Ending date _____					
<i>I hereby request that OIE complete my transfer out process based on the date above. I further understand that if I change my mind, change schools to which I will transfer to I must notify OIE PRIOR to the release date noted above or I will be considered out of status:</i>					
• Signed: _____			Date: _____		

**The Following Is To Be Signed By Student's Academic Advisor/HOST Or Department Head:**

The above-named J- 1 Student/Scholar in the Department of \_\_\_\_\_ is in good standing and has discussed his/her intent of transfer out of Auburn University with me. I understand that he/she will leave as of \_\_\_\_\_ (Date).

Academic Advisor/Host AND/OR Department Head's Signature      Date      Printed Name,      Phone #

<b>FOR OIE OFFICE ONLY</b>		
Staff must review and initial verification of the following OASIS records prior to authorizing:		
Transcript Screen 136 _____ Enrollment Screen 1E1 _____	Holds Screen 148 _____	Insurance screen 431 _____ & 409 _____
SEVIS in status <input type="checkbox"/> YES, <input type="checkbox"/> NO	Main file: <input type="checkbox"/> OK, verified	
<b>SEVIS action taken:</b>	<input type="checkbox"/> None, <input type="checkbox"/> Action taken in SEVIS (comment) _____	
Checked by – (initials) _____	Date: _____	
Approved OIE: (initials) _____	Date: _____	
Remarks:		
Version 12/25/2004		

**NOTE SUBMIT THIS FORM AT LEAST 60 DAYS PRIOR TO TRANSFER DATE**