

**Auburn University**  
**Office of International Education**  
**International Student and Scholar Services**

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Auburn University, AL 36849  
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<http://www.auburn.edu/academic/international/oie/>

## **Intent to Transfer Form for J-1 Students and Scholars**

**Instructions:** This form is to be used for J-1 Students and Scholar attending Auburn University who intend to transfer out of Auburn University to attend another institution. Please read the information on this page and complete the attached form. Also, make sure to submit this form and the supplemental materials listed on the form to OIE from processing at least 30 days prior to the transfer out date.

### **J-1 Students**

- All J-1 Students must be pursuing a full course of study at Auburn University in order to be eligible to transfer to another institution. J-1 students who are not pursuing a full course of study are ineligible for the transfer and must apply for reinstatement or may depart the United States to return as an initial entry in a new J-1 nonimmigrant status.
- Once the J-1 student has been transferred to the new institution, the student must begin classes within 30 days of transferring out or 30 days within the program completion date that is listed on your current Form DS-2019, whichever date comes first.

### **J-1 Scholars**

- All J-1 Research Scholars, Short-Term Scholars, and Professors must be pursuing the prescribed activity that is listed on Form DS-2019 in order to be eligible to transfer to the new institution. J-1 research scholars, short-term scholars, and professors who are not in valid status must apply for reinstatement or may depart the United States to return as an initial entry in a new J-1 nonimmigrant status.
- Exchange visitors must qualify for issuance of a Form DS-2019 in order to begin a new program after departing the United States. Those exchange visitors who wish to re-enter the United States in the professor or research scholar categories may not be eligible for an initial attendance DS-2019 due to the 12-month and 24-month bars on repeat participation. Please contact OIE for more information regarding these regulations.

### **J-2 Dependents**

- All J-2 dependents must transfer with the primary J-1 exchange visitor.
- J-2 dependents must also maintain a valid status.

### **Please Note the Following:**

- If the student or scholar wishes to cancel the transfer, OIE can only cancel the transfer prior to the SEVIS release date.
- Once the transfer is complete, the student or scholar must check-in at the International Office at the new institution to receive a new Form DS-2019.

Date Stamp

## Intent to Transfer Form for J-1 Student and Scholars

Auburn University, Office of International Education

**Instructions:** Complete this form and submit to OIE at least 30 days prior to the date you would like to transfer out of Auburn University. Submit this form with copies of:

- Most current DS-2019  Passport information pages  Visa  I-94 card
- Admission/Invitation letter from the other institution

### To be completed by J-1 Student/Scholar:

**Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_

**Auburn ID:** \_\_\_\_\_ **SEVIS ID:** \_\_\_\_\_

**Auburn Email:** \_\_\_\_\_ **Dept:** \_\_\_\_\_

**J-1 Category:**  Student Bachelors  Student Masters  Student Doctorate  Student Non-Degree  
 Research Scholar  Short-Term Scholar  Professor  Specialist

**Number of J-2 Dependents:** \_\_\_\_\_

**Date of Intended Transfer:** \_\_\_\_\_ **(Date your SEVIS record will be released to the new institution)**

I hereby request that OIE complete my transfer out process based on the date above. I have read the information outlined in the instructions page of this form. I understand that if my plans change that I must notify OIE prior to the release date noted above or I will be considered out of status:

**J-1's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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### To be completed by Academic Advisor/Hosting Faculty Member

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

**Academic Advisor/Host Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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### To be completed by J-1 Advisor (RO/ARO) at the new institution

**Name of Institution:** \_\_\_\_\_ **EV Program Number:** \_\_\_\_\_

**Proposed Program Dates of New Institution:** \_\_\_\_\_ **to** \_\_\_\_\_

**Name of RO/ARO:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Return to: Jessica Holley, Exchange Visitor/Employment Specialist**  
**International Student and Scholar Services, Auburn University, Auburn, AL 36849**  
**Phone: 334-844-4504 Fax: 334-844-4983 Email: jlh0002@auburn.edu**