

Transfer In for Degree-Seeking J-1 Students

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

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.

J-1 degree-seeking students at other universities that wish to continue their original program objectives at the University of Utah may be eligible to transfer based on several factors.

Transferring in a student’s SEVIS record is contingent on the approval of the student’s original sponsoring organization/university, along with providing the required documentation through the “**J-1 Student: Transfer In**” E-form.

Eligibility for a Transfer In:

- The purpose of the transfer must be to complete the original educational objective for which you first came to the U.S. as a J-1 Exchange Visitor. If you are making a change to your field of study, you will not be eligible for a J-1 transfer.
- Your J-1 SEVIS record must be transferred to the University of Utah before your current DS-2019 expires. There must be no gap between the end date of activities at your current institution (studies or Academic Training) and beginning your new program at the University of Utah.
- At least 51% of your tuition funding for your academic program must come from an outside source (i.e., not from personal funds, family, or friends). Funds other than personal funds may include a single source or any combination of the following:
 - Scholarship
 - Grant
 - Fellowship from an external funding source
 - Fellowship, Teaching Assistantship (TA), Graduate Assistantship (GA), or Research Assistantship (RA) from your academic department
 - Home country government
 - International Organization
 - Corporate Sponsor

General Guidelines for a Transfer In:

- 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**.

- There must be no gap between the end date of activities at your current institution (studies or Academic Training) and beginning your new program at the University of Utah.
- A new DS-2019 form can only be issued on or after the transfer effective date.
- It is important for you to communicate your intent to transfer with both your current institution as well as the University of Utah.

How to Apply for a Transfer In:

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

- Fill out the “**J-1 Student: Transfer-In**” E-Form through [UAtlas](#).
This form will need to include:
 - Your name, birth date, contact information, and current physical address
 - An uploaded copy of your passport, visa page, I-94, and current DS-2019
 - An uploaded copy of your financial documentation
 - An uploaded copy of the “**J-1 Student Transfer-In Sponsor Authorization Form**”, filled out and signed by your advisor at your sponsoring organization
- **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.
 - 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.
 - 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.
- 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 only. 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 J-1 Program Advisor.