



For J-1 Scholar transfer from UA to another Exchange Visitor Program

This form is required for a J-1 Exchange Visitor/Scholar requesting transfer of their SEVIS record from UA to another J-1 Exchange Visitor Program. It is the J-1 Scholar's responsibility to collect the information and signatures from their current department before submitting this form to ISSS and requesting a transfer. Section 1 should be completed by the J-1 Scholar; Section 2 should be completed by the UA Department; and Section 3 should be completed by the Responsible Officer or Alternate Responsible Officer at the institution to which the J-1 Scholar intends to transfer. Please note, your SEVIS DS-2019 cannot be released until the last day of service to The University of Alabama is complete.

SECTION 1: TO BE COMPLETED BY J-1 SCHOLAR TRANSFERRING OUT

Name: _____
Family Name _____ Given Name _____

Current UA Department: _____ CWID: _____

Current J-1 Category (Research Scholar, Professor, Short-term Scholar, Specialist): _____

Last Date of Service to The University of Alabama (Month/Day/Year): _____

Begin Date of Service to new institution (Month/Day/Year): _____

The University of Alabama will transfer the J-1 DS-2019 Record to the new university after the last date of service to UA.

By signing below, you grant permission to The University of Alabama's RO/ARO to transfer your SEVIS Record.

J-1 Scholar's Signature: _____ Date: _____

Please provide this form along with your [Resignation Letter](#) to your current department administrator and your faculty supervisor at UA and have them complete Section 2 and ask them to return the form to you. Then send the form to the new institution's RO/ARO.

SECTION 2: TO BE COMPLETED BY CURRENT UA DEPARTMENT

Department: _____

Last Day of Appointment at UA (Month/Day/Year): _____

By signing below, the Department acknowledges that the J-1 Scholar is not eligible to continue their appointment and/or receive any funds from UA once the J-1 record is transferred to another J-1 program. The Department will process the necessary [termination ePA and exit procedures](#) (for paid employees) or [updated Faculty/Staff Set-Up Form](#) (for unpaid scholars)

Department Administrator: _____ Signature: _____

Supervisor: _____ Signature: _____

SECTION 3: TO BE COMPLETED BY RO/ARO (J-1 SCHOLAR ADVISOR) AT NEW INSTITUTION

University Name: _____

EV Program Number: _____ Intended start date of scholar's service: _____

Intended J-1 Category: _____ Intended Subject/Field: _____

RO/ARO Name: _____ Email: _____

RO/ARO Signature: _____ Date: _____

Please return this document by email or fax to:

The University of Alabama
International Student & Scholar Services
Box 870254
Tuscaloosa, AL 35487-0254
EV Program Number: P-1-03854

(205) 348-5402 phone
(205) 348-5406 fax
international@ua.edu
<http://international.ua.edu/iss/>