

J-1 Exchange Visitor - Transfer OUT Request Form

Purpose of this form: To request a transfer of your current J-1 program status to another J-1 program sponsor

Eligibility: J-1 Exchange Visitors are permitted to transfer from one J-1 program sponsor to another, for the purpose of continuing their program objectives in the same academic field. The transfer request must be for the same J-1 program category (**Box #4 on the DS-2019 Form**). Requests to change to a different J-1 program category are not permitted.

Instructions: Complete and submit the Transfer OUT Request Form to OISS one month before the transfer request date.

- **Section 2** must be completed and signed by the Host Faculty Member and Department Administrator at UCSB
- **Section 3** must be completed and signed by the J-1 Responsible Officer at the new US Institution

Processing Time: OISS will submit the J-1 Transfer OUT request once all parties agree to the transfer request date. The request can be submitted in SEVIS prior to the transfer request date but the new J-1 program sponsor will not have access to the record in SEVIS until the transfer request date or after.

Result of the J-1 Transfer OUT process: J-1 Exchange Visitors will not be allowed to continue their program objectives at UCSB once the J-1 Transfer Out process is completed. The UCSB Host Department will not be permitted to issue any further payments such as wages, honorarium, and/or reimbursement of travel/incidental expenses, etc. **Temporary appointments at UCSB must end on the transfer request date.**

Important: If Subjected to the J-1 212(E) Two Year Home-Country Physical Presence Requirement

J-1 Exchange Visitors who are subject to the J-1 212(E) Two Year Home-Country Physical Presence Requirement and are approved for the J-1 Waiver Request are not permitted to request for a J-1 transfer. Per J-1 regulations, a J-1 transfer constitutes as a form of extension request and therefore is not permitted once you have received the J-1 waiver Approval Recommendation Notice. Please contact OISS for guidance if you have filed a J-1 Waiver Request petition and is pending for adjudication.

SECTION 1: To be completed by the J-1 Exchange Visitor

Family/Primary Name:	First/Given Name:	Middle Name:
SEVIS Identification Number:	Date of Birth: (MM/DD/YYYY)	
Email Address:	Phone Number:	
Current J-1 Program Dates: (Box # 3 on the DS-2019 Form)		
Subject Field Code: (Box #4)	Position Code: (Box #1)	
TRANSFER OUT REQUEST DATE:		
Reason for Transfer OUT Request:		

SECTION 2: To be completed by your Host Department at UCSB

I HEREBY approve the above-mentioned J-1 Exchange Visitor's request to transfer his/her J-1 program from UCSB to another J-1 program sponsor. I understand that the J-1 Exchange Visitor will no longer be authorized to continue their program activities or be paid a wage, honorarium, or reimbursement of travel/incidental expenses once the J-1 Transfer Out process is complete.

Name of Host Department/Research Institute:

Name of Host Faculty:

Signature:

Date:

Name of Host Department Administrator:

Email:

Phone Number:

SECTION 3: To be completed by the J-1 Responsible Officer at the new US Institution (New J-1 Program Sponsor)

Name of US Institution:

Name and Title of the Administrator:

Email Address:

Phone Number:

I HEREBY confirm that the above-mentioned J-1 Exchange Visitor is eligible to transfer his/her J-1 program status to our Institution to continue his/her program objectives in the same academic field. We request the J-1 transfer date of: _____ and our Institution's J-1 program number is: _____.

Signature:

Date:

FOR OISS PROCESSING

Received On:

Processed On:

Processed By:

Date Completed:

Notified EV/Dept. On:

REMINDER: Notify J-1 Exchange Visitor, the Host Department at UCSB, and the J-1 Responsible Officer at new US Institution by email once the J-1 Transfer-OUT process is complete