

## J-1 Exchange Visitor - Transfer OUT Request Form

**Purpose of this form:** To request a transfer of your UCSB J-1 program to another J-1 program sponsoring institution

**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 as indicated in **Box #4 of your DS-2019 Form.**

**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 your UCSB Host Faculty Member and Department Payroll/Personnel Administrator at UCSB
- **Section 3** must be completed and signed by the J-1 Responsible Officer at your new U.S. sponsoring 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 actual transfer request date.

**Result of the J-1 Transfer OUT process: Your appointment at UCSB must end on or before your transfer request date.** J-1 Exchange Visitors are not permitted to continue their program objectives at UCSB, nor can the UCSB Host Department issue any further payments such as wages, honorarium, and/or reimbursement of travel/incidental expenses, etc. after the J-1 Transfer Out date.

### IMPORTANT

#### Are you subject 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 have received the J-1 Waiver are not permitted to request a J-1 transfer. Per J-1 regulations, a J-1 transfer is considered a form of program extension and therefore is not permitted once the J-1 Waiver Approval Recommendation Notice has been received. Please contact OISS for guidance if you have filed a J-1 Waiver Request petition that is pending 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 DS-2019 form)	From	To
Subject Field Code (Box #4 on DS-2019 form)	Position Code (Box #1 on DS-2019 form)	
<b>TRANSFER OUT DATE</b>		
Reason for Transfer OUT Request:		

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

I HEREBY approve this 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 in program activities at UCSB or be paid a wage, honorarium, or reimbursement of travel/incidental expenses once the J-1 Transfer Out process is complete.

Host Department/Institute

Host Faculty Name

Signature

Date

Host Department Payroll/Personnel Administrator Name

Signature

Date

Email

Phone

**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-named 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**

Date Received:

Date Processed:

Processed By:

Date Notified EV/Dept.: