



**Dashew Center for International Students and Scholars (DCISS)**  
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## J-1 SEVIS TRANSFER OUT REQUEST FORM

**Instructions:** After completing Part 1, you must take this form to the J-1 Advisor (RO/ARO) at your new institution for completion. Upon receipt, your SEVIS record will be updated to reflect a transfer that will take place on the SEVIS Transfer Release Date (Part 2). You must meet with the J-1 Advisor at your new institution on or after the SEVIS Transfer Release Date to complete the transfer process and receive the new DS2019 form. This is required by the US Department of Homeland Security. *If applicable, the new institution's Transfer-In Form may be used in place of this form.*

### Part 1: To be completed by the transferring J-1 (EV) Exchange Visitor (type or print)

Desired Date of Transfer <b>TO NEW INSTITUTION</b> (MM/DD/YY):	
Last Name:	First Name:
SEVIS ID #:	
Phone #:	Email Address:
EV's Signature:	Date (MM/DD/YY):

### Part 2: To be completed by the J-1 Advisor (RO/ARO) at new institution

Requested SEVIS Transfer Release Date (MM/DD/YY):
EV Program Number:

### This form completed by:

Name of Institution:	
Name of RO/ARO:	Phone #:
Email Address:	

RO/ARO Signature:	Date (MM/DD/YY):
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**When completed, scan and email this form to [dcissj1unit@saonet.ucla.edu](mailto:dcissj1unit@saonet.ucla.edu)**