

The College of New Jersey  
**EXCHANGE PROGRAM TRANSFER-OUT INFORMATION FOR J-1 STUDENTS**

**The Department of Homeland Security requires that J-1 students complete a "school transfer" when changing to a new school.**

An exchange visitor in any participant category may transfer from one program sponsor to another if the purpose of the transfer is to complete the objective for which s/he was admitted to exchange visitor status and if the exchange visitor remains within the same visitor category.

**Steps for Transfer to Another Exchange Program:**

- The J-1 student must complete and submit to the Office of International and Off-Campus Programs and the Summer School the attached **Transfer from TCNJ to another Exchange Visitor Program Request Form** one month prior to program end date on the current DS-2019.
- The residing officer (RO) at The College of New Jersey shall verify the exchange visitor's visa status and program eligibility and contact the current sponsor to request the release of the student from their program. Upon the effective transfer date in SEVIS, the residing officer of the new program shall provide the J-1 student with his or her copy of the new form DS-2019. **A transfer should be processed before the end date of the prior DS-2019.**
- The J-1 student should be admitted to the transfer-in school at the time of application for transfer request. This will insure that the student's SEVIS record is transferred in a timely manner.

**IMPORTANT: A J-1 student must have the permission of their current program sponsor to transfer and the new program must be in keeping with the original purpose for which the exchange visitor student came to the U.S.**

Fax: 609-637-5128

Phone: 609-771-2576

iss@tcnj.edu

The College of New Jersey  
**TRANSFER FROM TCNJ TO ANOTHER EXCHANGE VISITOR PROGRAM REQUEST**

**INSTRUCTIONS:** Please complete PART I and then submit it to your International Student Advisor or designated school official at your current school for completion of PART II on the second page of this form.

**PART I: TO BE COMPLETED BY THE STUDENT**

Name (printed) \_\_\_\_\_  
Last/family First Middle

E-mail \_\_\_\_\_ Contact # ( ) \_\_\_\_\_

Today's date: \_\_\_\_\_ SEVIS ID Number: \_\_\_\_\_

Last Attendance Term at TCNJ/OPT Authorization End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Country of citizenship (and Permanent Residence):  
\_\_\_\_\_

**TRANSFER-OUT REQUEST CONFIRMATION:**

It is my intent to transfer to \_\_\_\_\_ (name of school). I understand the following conditions of my transfer-out request:

- I must notify the Office of International and Off-Campus Programs and the Summer School prior to my transfer release date if I decide to cancel the school transfer or change transfer schools
- Once the release date has been reached, TCNJ no longer has access to my J-1 student record in SEVIS
- I understand that an exchange visitor in any participant category may transfer from one program sponsor to another if the purpose of the transfer is to complete the objective for which s/he was admitted to exchange visitor status and if the exchange visitor remains within the same visitor category. My transfer abides by this rule.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

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**PART II: TO BE COMPLETED BY THE INTERNATIONAL ADVISOR OR DESIGNATED SCHOOL OFFICIAL.**

School name: \_\_\_\_\_

Address: \_\_\_\_\_

Program of study: \_\_\_\_\_ Major: \_\_\_\_\_

**Requested SEVIS Transfer Release Date** (mm/dd/yyyy) \_\_\_\_\_

SEVIS Notification on	RO	Release date

Office of International and Off-Campus Programs and the Summer School - Green Hall 111 -  
The College of New Jersey - 2000 Pennington Road - PO Box 7718 - Ewing, NJ 08628-0718

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