

## J-1 STUDENT TRANSFER OUT FORM

J-1 students should use this form to request a transfer of their J-1 SEVIS record to another U.S. institution. The transfer must take place before the DS-2019 program end date. Please also provide a copy of proof of admission to transfer institution.

**Step 1: TO BE COMPLETED BY J-1 STUDENT:**

I hereby request and grant permission for the University at Buffalo to release my J-1 Exchange Visitor SEVIS record to:

\_\_\_\_\_  
Name of Institution

Please transfer my J-1 SEVIS record on (date): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year

\_\_\_\_\_  
Student's Name (please print)

\_\_\_\_\_  
SEVIS ID Number

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Step 2: TO BE COMPLETED BY RESPONSIBLE OFFICER (RO) OR ALTERNATE RESPONSIBLE OFFICER (ARO) AT THE NEW INSTITUTION:**

Student's Start Date at new institution: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year

\_\_\_\_\_  
Name of Institution

\_\_\_\_\_  
SEVIS Program Number

\_\_\_\_\_  
Name of RO/ARO Completing Form

\_\_\_\_\_  
Title

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please email this form to International Student Services, University at Buffalo at**

**[iss@buffalo.edu](mailto:iss@buffalo.edu)**

**Thank you for your assistance.**

**International Student Services**

Talbert Hall 210, Buffalo, NY 14260-1604  
716.645.2258 (F) 716.645.6197  
[iss@buffalo.edu](mailto:iss@buffalo.edu)

[buffalo.edu/international-student-and-scholar-services](http://buffalo.edu/international-student-and-scholar-services)