



Transfer In Request For J-1 Scholars

This form is required for a J-1 Exchange Visitor (EV) requesting transfer of their SEVIS record from another J-1 Exchange Visitor Program to Stevens Institute of Technology. It is the EV's responsibility to collect the information and required signatures before submitting this form to jss@stevens.edu and requesting a transfer.

Section A – to be completed by the transferring J-1 Scholar

Full Name: _____
Last Name First Name Middle Name

Date of Birth: _____ Email: _____
Month/Day/Year

I wish to transfer to Stevens Institute of Technology and give permission for the information on this form to be utilized for the purpose of J-1 SEVIS record transfer.

Scholar's Signature: _____ Date: _____

Section B – to be completed by the International Scholar Advisor (RO/ARO) at the previous institution.

Name of Institution: _____ EV Program Number: _____

Proposed transfer effective date: _____

Name of RO/ARO: _____ Title: _____

Phone: _____ Email: _____

Signature: _____ Date: _____

Section C – to be completed by Faculty Sponsor

First Day of Appointment at Stevens: _____

Faculty Sponsor Name: _____

Signature: _____ Date: _____

This form should be submitted, along with a copy of the J-1 Scholar's current Form DS-2019 and all other J-1 Scholar initial application materials, to jss@stevens.edu. More information on the required documents can be found on the Stevens' ISSS [website](#).