Request for information regarding transfer of J-1 exchange visitor from sponsorship of American university
(for scholars/students transferring out of American University)

PLEASE COMPLETE THE FOLLOWING STEPS TO ENSURE PROPER RELEASE FROM AMERICAN UNIVERSITY ON THE CORRECT DATE. RELEASE FROM AMERICAN UNIVERSITY ON THE SEVIS SYSTEM IS AN ACTION THAT CANNOT BE REVERSED.

1. Complete Section I of this form below, sign and date it.
2. Have your future institution to complete Section II of this form and send it to the International Student and Scholar Services (ISSS) office at American University by fax at (202) 885-3354 or email at j1ev@american.edu.
3. ISSS will release you to your future institution so they can issue you a DS-2019. Report to your future institution by the start date of your new DS-2019 with all your immigration documents and comply with your future institution’s policies and procedures. Your American University DS-2019 will be invalid but should be kept for your records.

SECTION I: EXCHANGE VISITOR INFORMATION - To be completed by scholar/student

Name (please print or type):______________________________________________________________________________
Surname/last first middle
Country of Citizenship:__________________________________________ AU ID#:________________________________
Scholar/Student SEVIS number___________________________________________________________________________
Email:___________________________________________________ Phone number:______________________________
Subject/Field Code Description on DS-2019:________________________________________________________________
I am requesting a transfer of my DS-2019 to __________________________ Name of future institution
Signature:________________________________________________Date:______________________________________

SECTION II: PROPOSED FUTURE PROGRAM SPONSOR – To be completed by RO/ARO

Exchange Visitor Category: ________________________ J1 Program Code: _______________________________
Proposed dates of program at your institution: From___________________ To___________________
Proposed date of release from American University: ________________________________________________
Subject/ Field Description:____________________________________________________________________________
Name of RO/ ARO _____________________________________________
Signature:________________________________________________Date:______________________________________
Institution: _______________________________________________________________________________________

INTERNATIONAL STUDENT AND SCHOLAR SERVICES
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