

**J-1 Exchange Visitor/Research Scholar SEVIS Transfer-Out Form**  
**PLEASE ALLOW ONE WEEK FOR PROCESSING**

**Scholar:** A release of your SEVIS record must be obtained prior to the transfer out from UTSA. Please coordinate SEVIS release date with both the UTSA Office of International Programs and the International Office of the institution to which you are transferring.

**To Be Completed by Scholar** - All names must appear exactly as shown in your passport.

**Last:** \_\_\_\_\_ **First:** \_\_\_\_\_ **Middle:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **Country of citizenship:** \_\_\_\_\_

**SEVIS ID: N** \_\_\_\_\_ **Passport expiration date:** \_\_\_\_\_

**Program start date:** \_\_\_\_\_ **End date:** \_\_\_\_\_ (as indicated on DS-2019 Form)

**Current address:** \_\_\_\_\_

Street

City

State

Zip code

Telephone number: \_\_\_\_\_ Email address: \_\_\_\_\_

Insurance start date: \_\_\_\_\_ Insurance end date: \_\_\_\_\_

UTSA Hiring Department: \_\_\_\_\_

UTSA Supervisory Faculty: \_\_\_\_\_

Transfer-out Institution Name: \_\_\_\_\_

Program Number: \_\_\_\_\_ (Please verify this number with the International Office at the institution to which you are transferring.)

Contact person at the institution to which you are transferring: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Email address: \_\_\_\_\_

Transfer-out release date: \_\_\_\_\_

Scholar signature: \_\_\_\_\_ Date: \_\_\_\_\_