



FLORIDA A&M UNIVERSITY

OFFICE OF INTERNATIONAL
EDUCATION AND DEVELOPMENT

J-1 Exchange Visitor Transfer-In Request Form

J-1 TRANSFER ELIGIBILITY

You are eligible to transfer your J-1 Exchange Visitor status to Florida A&M University from another U.S. host institution if you meet the following conditions:

- Your DS-2019 was issued for one of the following categories: Short-Term Scholar, Research Scholar, or Professor.
- You have received an Offer/Invitation Letter from a Host Department at Florida A&M University.
- You have completed the **DS-2019 Exchange Visitor Request Form**, and provided it, along with copies of your (and any dependents') passport, J-1 visa, current DS-2019, I-94, and medical insurance to your Florida A&M University Host Department Contact.
- The work you will do within your Host Department at Florida A&M University is consistent with the work you have been doing with your current host institution, as described on your DS-2019.
- You have not yet reached the Program End Date on your DS-2019. After your Program End Date, your program objective is considered complete, and you are required to depart the U.S. within 30 days.

INSTRUCTIONS

1. Complete your portion of the following page.
2. Email this form to your Responsible Officer (RO) or Alternate Responsible Officer (ARO) along with a copy of your Offer/Invitation Letter from Florida A&M University.
3. Your RO/ARO must complete and sign the form and email it to Agnes Coppin, Director, International Students and Scholars, at: agnes.coppin@fam.u.edu
4. Ensure that your RO/ARO has updated your SEVIS record as Transfer-Out and assigned a Release Date (ideally, this should be your first day at Florida A&M University). Your record should be released to:

School Name: **Florida A&M University**

Program Code: **P-1-04742**

5. Contact Mrs. Coppin to set up your J-1 Check-in Orientation for your first day (or at least within your first week) at Florida A&M University. Since your SEVIS record will be transferred from your previous institution, Agnes Coppin will issue your new Florida A&M University DS-2019 and provide it to you during your Orientation.

Office of International Education and Development, 1740 South M.L.K. Jr. Boulevard, Perry Paige Building, Room 302
North, Tallahassee, FL 32307

T: (850) 599-3295 F: (850) 561-2520 Email: oiediss@fam.u.edu W: fam.u.edu/oied



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TO BE COMPLETED BY J-1 Exchange Visitor:

Family Name (Last Name)	Given Name (First Name)	Middle Name(s)
Phone	Email	
Street Address	Apt/Unit/Suite	
City	State/Province	Postal Code
Date of Birth	Country of Birth	Country of Citizenship

J-1 Category: Short-Term Scholar Research Scholar/Professor Other: _____

Most recent I-94 number (retrieve from i94.cbp.dhs.gov): _____

I authorize my current RO/ARO to provide the information requested and to release my SEVIS record on (MM/DD/YYYY) _____ to Florida A&M University.

Exchange Visitor Signature _____ Date (MM/DD/YYYY) _____

TO BE COMPLETED BY Responsible Officer/Alternate Responsible Officer:

EV's visa status: J-1 Other (Contact ISSS Office) SEVIS ID: _____

- The Exchange Visitor is within his/her program dates.
- The Exchange Visitor's proposed work at Florida A&M University is consistent with the work they are currently doing at our institution, as described on his/her current DS-2019.
- The Exchange Visitor is eligible for transfer. The SEVIS Release Date is: _____ (MM/DD/YYYY)

EV's Current Job/Appointment Title	Host Department Name
Host Institution Name	Host Institution City, State, Zip
RO/ARO Name	RO/ARO Title
Phone	Email
RO/ARO Signature	Date (MM/DD/YYYY)

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