



**Champlain College**  
**Office of International Education**  
**J-1 Student Transfer-Out Request**

**Part I: To be completed by the J-1 Student:**

I, \_\_\_\_\_,  
*Print Name: Last, First, Middle* *SEVIS ID Number*

wish to inform Champlain College, that I would like to transfer to

\_\_\_\_\_  
*(Print the name of the college or university)*

starting for the \_\_\_\_\_  
*(Print semester/term/year)*

and request that my SEVIS record be released to that school on *(date)*\_\_\_\_\_.

My current J-1 Category is \_\_\_\_\_ *(Student, Professor/Research Scholar, Specialist, etc).*

I attach a copy of my acceptance letter from my new school and I have proof from my home institution that this transfer has been approved.

I understand that:

1. On my effective date, the new school is responsible for my SEVIS record and that Champlain College cannot access my SEVIS record after my effective date.
2. If my plans change, it is my responsibility to contact Champlain College (before the effective date) or the new school (after the effective date).
3. I confirm that the purpose of the transfer is to complete the original objective for which I was initially given J-1 exchange visitor status.
4. I understand that this transfer must be within the same participant category (i.e. student to student/, research/scholar to research/scholar, etc).
5. I understand that I will need to obtain an updated DS-2019 from my new institution and also report to my new institution to complete the transfer process.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

**(Please see second page)**

**PART II: To be completed by the international student advisor or responsible officer at the Transfer-In School.**

I confirm that the J-1 scholar named on the front of this form has been accepted by my institution and I recommend that his/her SEVIS record be released to:

School Name: \_\_\_\_\_

Address: \_\_\_\_\_

SEVIS School Code: \_\_\_\_\_

Name of RO/ARO: \_\_\_\_\_

Telephone/E-mail: \_\_\_\_\_

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*Signature of RO/ARO*

*Date*

Please return this form to:

Jessa Karki, Assistant Director, International Student Services/Designated School Official  
Champlain College, 163 South Willard Street, P.O. Box 670, Burlington, VT 05402-0670  
Phone: 1-802-865-6485; E-mail: [jkarki@champlain.edu](mailto:jkarki@champlain.edu)