

# Transfer-In to Harvard University J-1 Scholar Transfer-In Form

**INSTRUCTIONS:** Incoming scholars with academic appointments at Harvard who are currently in the U.S. at other institutions in J-1 visa status, must complete Part I of this Form. Part II of the Form must be completed by an international advisor at your current academic institution. Please attach the completed Form to your ISD record. The HIO is not able to issue you a Form DS-2019 until your current institution releases your SEVIS record on or after the date indicated below as transfer release date. Once you are issued a Form DS-2019 from Harvard, you must report to the HIO within 15 days of the start date on your Form DS-2019 to have your transfer process completed.

## Part 1: To be completed by the transferring J-1 Scholar (type or print)

Name: \_\_\_\_\_  
Surname Given

Date of Birth: \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_

Current residential address: \_\_\_\_\_

Do you have J-2 dependents?  Yes  No

Are your J-2 dependents in the United States now?  Yes  No

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

Harvard school / department to which you have been appointed: \_\_\_\_\_

Harvard department contact name: \_\_\_\_\_ Telephone: \_\_\_\_\_

**PLEASE NOTE:** Travel outside the United States using Harvard's DS-2019 will not be possible until after the SEVIS release date as noted below in Part II, as we are unable to access your SEVIS record until that date. If you plan to travel, please consult an advisor at the Harvard International Office.

I gave permission for the information provided on this form to be forwarded to Harvard International Office.

Scholar's signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

## Part 2: To be completed by the International Scholar Advisor (RO/ARO)

Name of institution: \_\_\_\_\_ E. V. Program Number: \_\_\_\_\_

Exchange's Visitor's SEVIS #: N\_\_\_\_\_

Exchange's Visitor's start date / first entry to the United States: \_\_\_\_\_

Start and end dates of E.V.'s current appointment at your institution: \_\_\_\_\_

CIP code on current DS-2019: \_\_\_\_\_ Field of Study/ Research: \_\_\_\_\_

J-1 Category:  Research Scholar  Short-term Scholar  Professor  Other: \_\_\_\_\_

SEVIS transfer release date: \_\_\_\_\_ Are there any dependents in the E.V.'s SEVIS record?  No  Yes  
For Harvard's EV program number, call HIO at 617-495-2789, 9:00 am-3:00 pm ET.

To the best of your knowledge, is the scholar noted above in status according to DOS regulations and eligible for a transfer?  
 Yes  No If no, please provide explanation in comment section below.

---

### Completed by:

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

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_