

TRANSFER IN FORM
Outside Program Sponsorship to The University of Texas at Dallas
(UTD)

for J-1 RESEARCH SCHOLARS
**** SEVIS Exchange Visitor Program #P-1-03246****

Step 1: To be completed by J-1 Scholar:

I hereby request that my J-1Exchange Visitor record be transferred to The University of Texas at Dallas (UTD). I grant permission for the information requested to be released to UTD.	
Surname (Family Name): _____	Given Name: _____
Sevis ID Number: _____	
Scholar Phone: _____	Scholar's e-mail: _____
Scholar's address in US: _____	
Signature: _____	Date: _____

Step 2: TO BE COMPLETED BY UTD HOST DEPARTMENT:

Program Dates: _____ to _____ Department: _____	
Non-technical description of UTD job (at least 3 functions): _____ _____	
Source of financial support (total must be at least \$2,000/month):	
US Government: _____	International Agency: _____
Exchange Visitors Gov't: _____	Personal Funds: _____
Other Organization: _____	UTD payroll: _____
Is this position eligible for benefits? _____	
Department Inviting: _____	Administrator Preparing Form: _____
Faculty Sponsor Name: _____	Date: _____
Faculty Sponsor Signature: _____	Date: _____
Department head Signature: _____	Date: _____

Step 3: SEND TO HR OFFICE

Please e-mail this form to UTD's HR Office at visashr@utdallas.edu A new DS-2019 will be completed and you will receive an e-mail when it is ready for pick-up.



- Copy of your offer letter
- Copy of previous DS-2019
- Please include financial and insurance liability information