



**RUTGERS**  
NEWARK

**International Student & Scholar Services**

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**J-1 Students Transferring from Rutgers to another School**

If a J-1 student requests to transfer from Rutgers to another institution his/her transfer will entail the following procedures:

- Student must complete and submit a transfer out request form to OISS
- Student must present proof of funding for the new program
- A letter from the student to OISS requesting a transfer
- A letter of admission from the new school
- A program objective explaining how the transfer is related to the student's current program object at Rutgers
- A letter from the RO or International Student/Scholar advisor from the new institution requesting transfer/release of scholar's SEVIS record
- All transfer out request documents must be submitted to OISS at least three weeks prior to the program end date as noted on the form DS-2019.