



TRANSFER OUT Request for J-1 Scholars

INSTRUCTIONS: This form should be completed by J-1 scholars who wish to transfer their Exchange Visitor Program sponsorship to another institution.

Please complete **Section A** of this form.

Section B should be completed by the International Scholar Advisor at the new institution.

Section C should be completed by your current supervisor.

After all sections are complete, please return this form to ISSS so that we may release your SEVIS record.

SECTION A *to be completed by the transferring J-1 scholar*

Name: _____
Family Name First Name Middle Name

Date of Birth: _____ Email: _____
Month / Day / Year

I confirm that I have been maintaining J-1 status (<https://global.upenn.edu/iss/j1scholar-status>) and I have not applied for or been recommended for a waiver of the two year home residency requirement by the US Department of State. I wish to transfer from the University of Pennsylvania and give permission for the information on this form to be forwarded to Penn's Office of International Programs.

Scholar's signature: _____ **Date:** _____

SECTION B *to be completed by the International Scholar Advisor (RO/ARO) at the new institution.*

Name of Institution: _____ E.V. Program Number: _____

Proposed start date of appointment: _____

The position which the scholar has been offered is consistent with his/her original program objective.

Name of RO or ARO: _____ Title: _____

Telephone: _____ Email: _____

Signature: _____ **Date:** _____

SECTION C *To be completed by current supervisor*

This confirms that the Department of _____ agrees with the transfer of the above named scholar from the University of Pennsylvania.

Effective date of transfer: _____
(After this date, the scholar may no longer be employed at the University of Pennsylvania.)

Name of Supervisor: _____ Title: _____

Supervisor's signature: _____ **Date:** _____