

**TRANSFER-OUT FORM**

EV's Last Name	EV's First Name	UFID
UF Department/Center	Faculty Sponsor Name	Phone and Email

**PROCEDURES:**

- The transfer form should be completely filled out, with appropriate signatures
- We recommend the submission of this form to EVS at least 30 days prior to the requested transfer date
- The exchange visitor must acquire approval from EVS and the new program sponsor (RO/ARO)
- The exchange visitor must include a copy of the invitation/appointment letter from the new program sponsor, which must include a description of the proposed program activities and program dates

**POLICIES:**

- Exchange visitors **must** pursue the same program objective (activity).
- The transfer **cannot** require an extension of program status beyond any allowed maximum period.
- Exchange visitors must check in with the new program sponsor immediately following the transfer date.
- Transfers **cannot** be made once the two-year home residency requirement (212e) has been waived.
- Terminated or Invalid SEVIS records are not transferrable.

**New Program Sponsor Information**

**Note: Contact information for the office that will process the transfer of your J program is required.**

New Institution's SEVIS Program Number: \_\_\_\_\_

Name of Institution: \_\_\_\_\_

Institution's Branch Location (if applicable): \_\_\_\_\_

Responsible/Alternate Officer's name: \_\_\_\_\_

Phone: ( \_\_\_\_ ) \_\_\_\_\_ Fax: ( \_\_\_\_ ) \_\_\_\_\_ Email: \_\_\_\_\_

Transfer Release Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

*As the RO or ARO for the new program sponsor, I hereby acknowledge receipt of the transfer-in request made by the exchange visitor, whose name is posted above, for his or her J program records. I also acknowledge that all rules and regulations governing the J-1 program will be observed, and the transfer will take effect on the release date abovementioned.*

New program sponsor RO/ARO signature: \_\_\_\_\_ Date: \_\_\_\_\_

Exchange Visitor's signature: \_\_\_\_\_ Date: \_\_\_\_\_