

## TRANSFER-OUT FORM

All Exchange Visitors transferring out of UF to another program sponsor.

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

### PROCEDURES:

- 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 requested transfer date
- The exchange visitor must acquire approval from EVS and the new program sponsor (RO/ARO)
- The exchange visitor must include 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 visitor **must** pursue same program objective (activity).
- Transfer will **not** require an extension of program status beyond any allowed maximum period.
- Exchange visitor must check in with new program sponsor immediately following the transfer date.
- Transfers cannot be made once granted an approval waiver of the Two-year home residency requirement (212e).
- 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): \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

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

*As the current faculty host/host department, I hereby acknowledge receipt of this notice that the exchange visitor whose name is posted above has requested the transfer of his or her J program on the date requested above. Signatures are only valid for acknowledgement of intent to transfer and not authorization.*

Faculty Sponsor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Departmental Administrator (HR): \_\_\_\_\_ Date: \_\_\_\_\_