



## 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:** \_\_\_\_\_