



Cornell University

International Students & Scholars Office
B50 Caldwell Hall
Cornell University
Ithaca, NY 14853
607-255-5243(Ph)/607-255-2778(Fax)

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 the attention Exchange Visitor Program 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: Month / Day / Year E-mail Address:

I wish to transfer from the Cornell University and give permission for the information on this form to be forwarded to Cornell University's International Students and Scholars Office.

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 Human Resource person.

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

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

H.R.'s signature: Date:

H.R.'s name & title: