



Cornell University

Cornell University
B-50 Caldwell Hall
Ithaca, NY 14853

Telephone: 607 255-5243
Fax: 607 255-2778
Web: www.isso.cornell.edu

International Students and Scholars Office 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 email the form to ISSO@cornell.edu

SECTION A: To be completed by the transferring J-1 scholar

Name: _____
Family Name First Name Middle Name

Date of Birth: _____ E-mail Address: _____
Month / Day / Year

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: _____