

## J-1 Exchange Visitor Program – Transfer Out Request Form

*This form is used to notify Immigration Services Office of your intent to transfer your J-1 status and SEVIS record to another institution. This form is for J-1 Research Scholar or Short-term Scholar.*

- By submitting this form, you are requesting Immigration Services Office to transfer your J-1 SEVIS record to a new institution.
- To be eligible for a transfer, you must be maintaining an active J-1 status.
- You must request a transfer **BEFORE** your DS-2019 Program End Date and your employment last date in UAMS.
- You are responsible to complete the resignation process with your current UAMS department.
- If you decide to cancel your transfer request or other information related to this transfer request, you must notify us **BEFORE** your SEVIS record release date.
- **You are required to provide a copy of an official offer letter from your new institution together with this form.**

### Part I: Your Information

J-1 Exchange Visitor Full Name \_\_\_\_\_

Last day of employment in UAMS (mm/dd/yyyy) \_\_\_\_\_

Have you submitted a resignation to your current UAMS department?      Yes      No

Are you subject to the 212(e) two-year home residency requirement?      Yes      No

If yes, are you applying for a J-1 waiver or have you received a J-1 waiver approval?      Yes      No

### Part II: Information of Your New Institution

New institution Name \_\_\_\_\_

New institution program number **P** \_\_\_\_\_

Requested SEVIS record release date \_\_\_\_\_

Contact Person (RO/ARO) Name \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

*I read the information on this form and fully understand the J-1 transfer process. I authorize Immigration Services Office in UAMS to transfer my J-1 SEVIS record as indicated above.*

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_