

J-1 TRANSFER OUT REQUEST FORM

Transferring from the University of Louisville to Another Institution:

This form should be completed by a J-1 research scholar or student wishing to transfer program sponsorship from the University of Louisville to another sponsor. Transfers should be requested 30 days before the effective date of transfer and no later than one week prior to end date of the current DS-2019.

Please note that the scholar is not required to obtain approval from the supervisor to be able to transfer within or outside of the University. However, the scholar should notify the supervisor and department in writing of their intent to transfer and provide their intended last day in the department.

J-1 Participant's Name: \_\_\_\_\_

Current Local Address: \_\_\_\_\_

Current Telephone Number: (\_\_\_\_) \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Please provide any names of J-2 dependents that are accompanying you in the U.S.:

\_\_\_\_\_  
\_\_\_\_\_

I request a transfer of my program to:

Name of Institution/Program Sponsor: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Program Number: \_\_\_\_\_ Effective Date of Transfer: \_\_\_\_\_

Field of Research/Teaching/Activity at New Institution: \_\_\_\_\_

The new institution's J-1 Officer must email Barbara Jones at [barbara.jones@louisville.edu](mailto:barbara.jones@louisville.edu) to request the transfer and verify that your objective/activity will remain the same.

Name and Contact Information of New Institution's J-1 Officer.: \_\_\_\_\_

I understand that I must report to the J-1 Responsible Officer/Alternate Responsible Officer with the new program sponsor within 10 days after arriving at the new location. If I do not report within 10 days, I understand that my SEVIS record will be terminated, and I may be out of status. I also understand that this transfer CANNOT be cancelled after the release date has been reached.

Signature \_\_\_\_\_ Print Name of Exchange Visitor \_\_\_\_\_ Date \_\_\_\_\_

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To be signed by the research scholar's supervisor to indicate they are aware of the scholar's transfer.

I am aware that this research scholar will be transferring as indicated above. This Exchange Visitor's last day at the University of Louisville will be \_\_\_\_\_.

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_

E-Mail Address \_\_\_\_\_ Phone Number \_\_\_\_\_

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Office Use-Transfer Approved

This transfer has been entered into the SEVIS database with an effective date: \_\_\_\_\_

Signature \_\_\_\_\_ Name of RO/ARO \_\_\_\_\_ Date \_\_\_\_\_