



### J-1 Scholar SEVIS Transfer-Out Request

EXCHANGE VISITOR: You are required to obtain a release prior to transferring from Oklahoma State University to another Exchange Visitor Program. This is a four step process as defined below. After completing these steps please bring the completed form to the ISS office.

**STEP 1 - Complete the following**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

SEVIS Number: N \_\_\_\_\_ OSU ID Number: \_\_\_\_\_

I request that I be authorized to transfer from Oklahoma State University to:

Name of Institution \_\_\_\_\_

The requested effective release date from OSU is: \_\_\_\_\_

*I am confident of my decision to transfer. I understand that once I am released from OSU's sponsorship, I must either be accepted under another institution's sponsorship or return home within 30 days. Please release my SEVIS record.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STEP 2 – Ask your current supervisor at OSU to complete the following:**

Supervisor's Name: \_\_\_\_\_ Email/Telephone Extension: \_\_\_\_\_

I have been informed of the above transfer request and do not oppose it.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STEP 3 – Verify and provide the name and contact information of the J-1 Responsible Officer in the International Office at your new institution:**

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Institution's J-1 program number: \_\_\_\_\_

**STEP 4 – I certify that I have paid any remaining balance on my bursar account:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For ISS Use Only:

Date Received: \_\_\_\_\_ Release Date Entered in SEVIS: \_\_\_\_\_ Released by: \_\_\_\_\_