



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: _____