

**Transfer Out Request Form**  
**J-1 Scholar/Student Intern**

J-1 Exchange Visitors should complete and submit this form to OIS to request to transfer to a new institution BEFORE leaving UIC and submit the following:

- This completed/signed request form
- Copy of the fully-executed invitation/offer letter from the new institution\*

*\*new institution start date must be consecutive from your last day at UIC*

**J-1 Exchange Visitor (EV) Information**

UIN: \_\_\_\_\_ Department: \_\_\_\_\_ Date of Birth (mm/dd/yy): \_\_\_\_\_  
Family Name/Surname: \_\_\_\_\_ Given Name(s): \_\_\_\_\_  
Current U.S. Address: Street, House Number, Apt.: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  cell  work  home Email: \_\_\_\_\_

**Current UIC Department Approval**

I have been informed that this scholar has requested an internal UIC transfer and I approve of this transfer.

Last Day of Employment/Payroll (mm/dd/yy): \_\_\_\_\_ Last Day at UIC (mm/dd/yy): \_\_\_\_\_

\_\_\_\_\_  
Signature of Dean/Dept. Head                      Print Name                      Title                      Date

\_\_\_\_\_  
Department Name                      Department Administrator Name                      Department Administrator Email

**New International Office/Institution Information**

Name of Institution: \_\_\_\_\_ SEVIS Program Number: \_\_\_\_\_  
Transfer Start Date (mm/dd/yy): \_\_\_\_\_  
Name of RO/ARO: \_\_\_\_\_ RO/ARO Email Address: \_\_\_\_\_  
RO/ARO Phone Number: \_\_\_\_\_

**Certification**

I certify that the information contained in this form is correct.

Exchange Visitor Statement of Release: I understand that immigration regulations are subject to change, and ultimately it is my responsibility to be aware of such changes. I further understand that any misrepresentation of information or document fraud may affect my J-1 Exchange Program at the University of Illinois at Chicago. Lastly, I hereby authorize the University to disclose copies of certain documents related to my immigration status to federal agencies if requested to maintain compliance.

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