

Part I. Procedures & Policies:

- Submit documents below to is@clemsun.edu at least 30 days prior to requested transfer date and **prior** to current program end-date.
 - o Completed Clemson transfer-out form (this document)
 - o Invitation/offer letter from new program sponsor which includes a description of the proposed program activities and program dates
 - o Transfer-in form from new program sponsor (if any)
- Exchange visitor must pursue the same program objective at the new institution.
- There should not be a gap in J-1 program objective.
- Transfers are not possible if exchange visitor is granted an approval waiver of the 212(e) two-year home residency requirement.
- Transfer cannot be approved if it will require an extension of program status beyond allowed maximum period.
- IS cannot transfer SEVIS records in terminated/invalid status.

Part II. Information about the Transferring J-1 Exchange Visitor

Full Name: _____

CUID: _____ SEVIS ID: N _____ Email: _____

Part III. Transfer-In Institution Information

Name of Institution: _____

New Institution's SEVIS Program Number: _____

Contact Person (RO/ARO): _____

Phone: _____ Email: _____

Transfer Release Date: _____

The position offered is consistent with the exchange visitor's original program objective. Yes No

Signature of RO/ARO _____ Date: _____

Part IV. Clemson University Department Confirmation

This confirms that the exchange visitor's academic department agrees with the transfer-out of the above-named individual. Please note that the exchange visitor may no longer be employed by Clemson University after the effective date of transfer listed below.

Effective Date of Transfer: _____

Name of Supervisor: _____ Title: _____

Name of College: _____ Name of Department: _____

Signature of Supervisor: _____ Date: _____