**UCSF International Students & Scholars Office — Student Academic Affairs**

# TRANSFER OUT

## University of California, San Francisco (UCSF) Sponsorship to Another Institution for J-1 STUDENTS AND SCHOLARS

### ** UCSF SEVIS Exchange Visitor Program #P-1-01865 **

**Step 1: To be completed by J-1 Student or Scholar**

I hereby request and grant permission for UCSF's International Students & Scholar Office to release my J-1 Exchage Visitor record to:

_____
*Name of Institution*

Student/Scholar's Name: _____     SEVIS ID Number: _____
*Please print as it appears in passport*

Telephone: _____     E-mail: _____

Signature: _____     _____
mm/dd/yyyy

**Step 2: To be completed by the Responsible Officer (RO) or Alternate Responsible Officer (ARO) at the new institution**

Student/Scholar's start date at new institution (mm/dd/yyyy): _____

_____     _____
Name of Institution                                               SEVIS Program Number

_____     _____
Name of RO/ARO Completing Form                          Title

_____     _____
E-mail Address                                                     Phone Number
Signature: _____     Date: _____

**Step 3 To be completed by UCSF Host Department**

Student/Scholar's last date at UCSF (mm/dd/yyyy): _____

_____     _____
Department Name                                               Department Administrator Preparing Form

Phone or Ext #: _____     Date: _____

_____     _____
Faculty Sponsor Name                                         Faculty Sponsor Signature

**Step 4: Task to be completed by exchange visitor**

Email the form **completed in its entirety** to UCSF's International Students & Scholars Office at **visa@ucsf.edu**.
Thank you for your assistance.