



New Jersey Institute of Technology
 University Heights
 Newark, NJ 07102-1982
 973.596.3140
 973.642.4066 fax
 www.njit.edu/humanresources

REQUEST TO TRANSFER FROM NJIT's J-1 EXCHANGE VISITOR PROGRAM

This form is to be completed by J-1 Exchange Visitors who have expressed a desire to transfer out of NJIT's EV program to another EV program with the approval of the RO/ARO of the new program sponsor, and the EV's current supervisor. If you agree to this transfer, please provide the information required to process a transfer out in SEVIS. Return (mail, email attachment or fax) the completed form to the Department of Human Resources at NJIT.

Section I—To be completed by Exchange Visitor

 (Last or Family name) (First or Given name) (Middle Name)

SEVIS ID Number: N _____ Email address: _____

I request that my current program sponsorship be transferred from the New Jersey Institute of Technology to:

 Name of institution Transfer effective: _____ month/day/year

By signing below, I verify the above information and that NJIT has my permission to release information contained in this form the new J-1 program sponsor above.

 Signature Date

Section II– To be completed by Responsible/Alternate Officer at the new school

Name of Institution/Program sponsor: _____ Effective date of transfer: _____
 month/day year

Brief description of this exchange visitor's proposed program at your institution:

Your J-1 Program Number: _____ Email Address: _____

 Signature Print name and Title of RO/ARO Date

Section III—To be completed by Exchange Visitors Supervisor-NJIT

Please sign below indicating that you are in agreement with the Exchange Visitor's transfer

 Signature Print name and Title Date

The transfer form should be requested before the effective date of transfer and prior to the end of EV's program. Please contact the Department of Human Resources, (973) 596-3140, if you have any questions regarding this transfer or the transfer process.

FOR INTERNAL USE

Transfer Approved

This transfer has been entered into SEVIS database effective on ____/____/____ by

 Signature of ARO Print Name of ARO