



This form should be completed by J-1 scholars wishing to transfer out of the University of Central Florida. Please submit transfer out requests at least 30 days prior to the current program end date.

GENERAL INSTRUCTIONS

- Complete and sign the scholar portion of this form
- Obtain authorization and signature from immediate supervisor
- Submit this form, along with offer letter from new program sponsor, to UCF Global for review

SCHOLAR SECTION

UCF ID: _____ SEVIS Number: N _____

First Name: _____ Family Name / Surname: _____

Date of Birth (MM/DD/YYYY): _____ Legal Sex: Male Female

Country of Birth: _____ City of Birth: _____

Country of Citizenship: _____

Country of Permanent Residence: _____

I REQUEST THAT UCF GLOBAL RELEASE MY SEVIS RECORD TO THE FOLLOWING PROGRAM SPONSOR:

Name of Institution: _____

Program Number: _____ Transfer Release Date (MM/DD/YYYY): _____

Immigration Advisor Name: _____ Telephone: _____

Immigration Advisor Email: _____

Scholar Signature: _____ Date (MM/DD/YYYY): _____

I request UCF Global to release my SEVIS record to the institution listed above and give permission for UCF Global to communicate with my new program sponsor regarding my transfer.

UCF SUPERVISOR SECTION

I am aware of and approve this scholar's transfer out of the University of Central Florida. The scholar in question has settled all outstanding obligations with the department.

Supervisor Name: _____

Supervisor Title: _____

Supervisor Signature: _____ Date: _____