



OFFICE FOR INTERNATIONAL STUDENTS & SCHOLARS

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VISITING SCHOLAR TRANSFER-OUT REQUEST

SCHOLAR: The purpose of this form is to formally request a transfer of your DS-2019 and SEVIS record from the University of Delaware to another institution. Please provide the documents listed below along with this form to Janica Kriss either by e-mail at jdkriss@udel.edu or in person at OISS. Only completed requests with appropriate supporting documents will be processed. Please allow one week for processing.

Note: Scholars may not take appointment with a new program sponsor until the transfer is complete in SEVIS and a new DS-2019 has been created by the new sponsor. Please note that time spent in a previous program counts towards the maximum stay allowed. Please be advised that transfers are permanent once released in SEVIS.

SECTION A To be completed by the scholar

Name: (Family Name) (First Name) (Middle Name)
Date of Birth: UD Student I.D.
E-mail: SEVIS ID:

SECTION B To be completed by the RO/ARO at the new institution

Name of institution: EV Program number:
Proposed start date:

I certify that the position which the scholar has accepted is consistent with his/her outlined program objectives.

Name of RO/ARO: Title:
Phone Number: E-mail:
Signature: Date:

SECTION C To be completed by current supervisor

This confirms that the Department of at the University of Delaware agrees to the transfer of the above named scholar.

Effective date of transfer:
(After this date, the scholar may no longer be employed at the University of Delaware)

Name of Supervisor: Title:
Phone Number: E-mail:
Signature: Date:

PLEASE ATTACH:
Offer letter from the new sponsor. Letter should define start date of employment.
Letter from current department authorizing the transfer. Letter should state the employment end date.