



The University of Oklahoma Office of Human Resources  
International Faculty and Staff Services

**J-1 Request for Early Program Termination;  
OR Request to Transfer Out of OU**

Transfer Out  
(SECTIONS I & II)

Early Program Termination  
(SECTIONS I & III)

**Instructions:** Please indicate the type of request above. **Section I** must be completed by either the department or Exchange Visitor. **Section II** must be completed by the sponsoring faculty of the current program, **with the effective transfer date confirmed by the Exchange Visitor.** If this is a voluntary or involuntary early program termination, the Sponsoring Faculty must fill out **Section III** and contact IFSS immediately.

**Section I - J-1 Exchange Visitor Information ( REQUIRED FOR EITHER REQUEST)**

Exchange Visitor (EV) Name		SEVIS #
Date of Birth (mm/dd/yyyy)	Department Name	
Current Residential Address		

**Section II - OU Faculty Sponsor Release to transfer**

I hereby release the J-1 Exchange visitor listed above from the University of Oklahoma in order to transfer to another institution in the United States on the effective transfer date of \_\_\_\_\_  
MM / DD / YYYY

I attest that: (check all that apply)

The J-1 Exchange Visitor is in good standing with the current program.

The J-1 Exchange Visitor has fulfilled the goals of the research program.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Section III—Early Termination of program (filled out by faculty sponsor)**

Exchange Visitors terminating their program at the University of Oklahoma 30 days or more before the end of their program period listed on the DS-2019 must depart the United States within **15 days** of termination date.

**Please Note:** Termination will inactivate the J-1's SEVIS record with USDOS.

The J-1 Exchange Visitor's program is being terminated due to program completion

The Exchange Visitor's program is being terminated other than program completion

The termination date of Exchange Visitor from OU will be on \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

