

OFFICE OF INTERNATIONAL STUDENT AND SCHOLAR SERVICES

This form is used to coordinate a J-1 SEVIS record transfer to Northwestern University. The transfer is initiated by your current institution's Responsible Officer (RO)/Alternate Responsible Officer (ARO). Submit this form and associated documents to your Northwestern department for submission to our office.

PART 1: TO BE COMPLETED BY TRANSFERRING J-1 EV

Surname (Last):

First Name(s):

Email Address:

Anticipated Start Date (mm/dd/yy):

If you are/were subject to 212(e) Home Residency Requirement please attach:

Copies of DS-2019's/visa stamps indicating 'subject'

If applicable, copy of Department of State Waiver Recommendation

If applicable, copy of the USCIS Waiver (I-612 Approval Notice)

PART 2: TO BE COMPLETED BY CURRENT RO/ARO

Initial Start Date:

Current End Date:

Transfer Date:

SEVIS ID#:

Northwestern University's program number is **P-1-00213**.

****If you are transferring a terminated/completed record, please contact our office prior to setting the transfer****

Institution Name:

Program Number:

ARO/RO Name:

ARO/RO Email:

ARO/RO Phone:

Signature Here

****The (A)RO should not send the J-1 Transfer-In form directly to Northwestern University's OISS. Complete, sign, and return the form to the J-1 EV. The EV should submit this form and associated documents directly to their Northwestern department for submission with other required documents to the OISS.**