

IC Inter/Intra Transfer Request (use for NIH sponsored J-1 Exchange Visitors only)

INSTRUCTIONS: This form should be completed by the **new** Institute/Center (IC) lab wishing to transfer a J-1 Exchange Visitor from one NIH IC lab to another. This form, along with the usual IC transfer paperwork, should be sent to DIS at least 2-3 months <u>before</u> the effective date of transfer. A reminder on the transfer paperwork requirements can be found on our Renewal/IC Transfer checklists, located on our forms page at: http://dis.ors.od.nih.gov/forms/01_forms.html

The J-1 Exchange Visitor Program allows for movement as necessary to facilitate the J-1 Exchange Visitor's research objectives. In order to comply with this requirement, the releasing IC sponsor must verify that the research described below by the new IC is a continuation of the research objectives originally started at NIH.

**************************************	**********	************
Proposed Effective date of Transfe	er:	
Name of J-1 Exchange Visitor:		
Description of research activity at	new lab:	
I confirm that the above descriptio	on is correct:	
Signature	Name of New Lab Sponsor	Date
**************************************	**********	************
Please review the description of pr	roposed research activities for the above J-1 E	Exchange Visitor:
1. Do you agree that the above des	scription is consistent with the J-1 Exchange	Visitor's original research objective?
Yes	No	
2. Do you have any objections to the	he transfer? Yes	No
If you answered "No" to number	r 1, and/or "Yes" to number 2, please prov	ide additional comments:
Signature	Name of Releasing Lab Sponsor	Date

Submit this form and transfer paperwork via <u>HAND-CARRY</u> to: (NOTE: using hand-carry ensures delivery to DIS. DIS is not responsible for lost packages. Lost or misdelivered packages are not ground for DIS to expedite processing!)

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