

TRANSFER OUT REQUEST FORM

Instructions:

1. Fill out section A and B. Note that the "transfer out" date is generally the end of your final semester.
2. Contact the new school for their SEVIS school code to properly complete section C.
3. Submit a completed request with a copy of your admissions confirmation from a new school (letter of acceptance or email).
4. After submission, allow one week for your DSO to process your request. We will send an email Confirmation to you when completed.
5. Contact the new school after the requested "transfer out"/ SEVIS release date. It is between you and the new school to arrange when and how you will receive your new I-20.

Section A.

Student's name: _____
Last First

Student ID #: _____ SEVIS ID #: N _____

Current immigration status: F-1

Email: _____ Phone: _____

Section B: SEVIS Release Date Request

Requested "transfer out" date: _____/_____/20____
Month Day Year

Last semester registered: _____ semester, 20____

Dates of OPT authorization (if applicable): _____/_____/_____ to _____/_____/_____
Month Day Year Month Day Year

I acknowledge that my SEVIS record will be released to the new school indicated below as of the date requested.

Student signature: _____ Date: _____

Section C: New School Information

*****ALL INFORMATION BELOW IS REQUIRED*****

Name as in SEVIS system: _____

SEVIS school code: _____ Program start date: _____/_____/_____
Month Day Year

International Advisor/Designated School Official Phone _____ Email: _____

Adviser Phone:

Your new school may require a "Transfer In" eligibility form to be completed by our office. If so, submit that form along with this completed "Transfer Out" form.

Please allow one week for processing.