

Transfer-Out Request Form

This form is used to notify the Office of International Student Services (ISS) of your intent to transfer your immigration status to another institution in the United States. You must submit this completed request form to ISS before your SEVIS record can be transferred to your new institution.

Upon receiving a complete request, ISS will review all information and either prepare the transfer release or contact you for additional information. Once a transfer-out request has been processed, you will receive an email confirmation from ISS.

TO BE COMPLETED BY THE STUDENT

Student Name _____ SEVIS ID# _____
Family name First name (Given Name)

Date of Birth _____ Email Address _____

Telephone Number _____ Gender ☐ Female ☐ Male

Transfer School's Name _____

Phone Number of Transfer School's International Office _____

SEVIS School Code of Transfer School _____ First Day of Classes _____
[mm/dd/yyyy]

Requested Transfer Release Date _____ (Your request cannot be authorized without this information. Please submit your request
[mm/dd/yyyy] at least 3 business days prior to the requested release date to allow for ISS processing.)

My signature here acknowledges that I have read and understand all of the important information presented to me in this form.

Signature _____ Date _____

- I understand that by submitting this request, I am asking ISS to transfer my SEVIS record to the institution that I have indicated and that no other actions are being taken by ISS to inform my program or department of my intentions to no longer enroll at CWRU.
- I understand that my status may be transferred at the end of the current semester of enrollment, upon completion of studies, during my authorized OPT period, or within my 60 day grace period either at the end of either my program or authorized OPT period.
- I am currently maintaining my status and will begin studies at the new institution within 5 months.
- I have chosen an appropriate transfer release date and understand that it could take 3 business days for ISS to process my request and that the new institution will not have access to my SEVIS record to create a new I-20 until after ISS has completed the transfer process.
- I have to contact ISS prior to my release date if I decide to either cancel or change the terms of this transfer request. I understand that after the release date has been reached ISS will no longer have access to my SEVIS record to assist me.
- I have provided the following to ISS:

☐ Copy of admission letter from new institution ☐ Transfer-In Form from new school (if applicable)

For ISS use only

Received in ISS on _____.