

Transferring Out from UC Riverside

International Education Center, Statistics Computer Bldg Rm. 1669, Riverside, CA 92521-0307

Phone: 951-827-4113 Fax: 951-827-3778

I WOULD LIKE TO TRANSFER TO ANOTHER COLLEGE OR UNIVERSITY. WHAT SHOULD I DO?

- ❖ First, you'll need to apply to that school. This should be done well in advance of the time you would like to transfer, especially if it is a graduate program with specific deadlines.
- ❖ You must plan to complete the transfer process within 60 days following the end of your program or OPT.

WHAT DO I NEED TO SUBMIT FOR THE INTERNATIONAL EDUCATION CENTER TO PROCESS MY TRANSFER?

- ❖ We will need the Transfer Form completed, including verification of your admission. You should fill in Part One and then your new school should fill in Part Two.
- ❖ Please submit this form with a copy of your admission letter to our office. Please allow at least one (1) week to process.

WHAT IS THE SEVIS RELEASE DATE?

- ❖ This is the date when our school will "transfer" or "release" your SEVIS record to the new school.
- ❖ Once your record has been released to another school, we no longer have access to it. We can only release your SEVIS record to one school. You must make a decision about the school that you wish to attend first and then request the release.

Transfer Out Request Form for F & J Students

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Please attach a copy of the Admission Letter from the institution that you plan to attend. We WILL NOT release your record without an Admissions Letter.

PART ONE – TO BE COMPLETED BY STUDENT

Name: _____ UCR SID#: _____ Date: _____

Email: _____ SEVIS #: _____ DOB: _____

If you are enrolled, your final quarter at UCR: FALL WINTER SPRING SUMMER

If you are currently on Optional Practical Training (OPT), expiration date of your EAD: _____

Are you employed at this time? No Yes

If yes, when will you end your employment? _____

When would you like to be transferred? _____ (This will be your SEVIS Release Date.)

Please remember when choosing a date that it should be within your 60 day grace period unless you are on OPT and would like to transfer prior to the end of your OPT time. Please note after your transfer is processed, you cannot travel or work using a UCR I-20. If you have questions, see an advisor.

PART TWO – TO BE COMPLETED BY NEW SCHOOL

(Please complete and fax to 951-827-3778.)

School Name: _____ Program: _____

The student named above has been admitted to our school and will begin his/her studies on _____

Print Name

Signature

Date

SEVIS School Code Number

Phone Number

Fax Number

PART THREE – TO BE COMPLETED BY STUDENT'S CURRENT D.S.O.

1. SEVIS ID #: _____ Release Date in SEVIS _____

The student is in good standing (or has been reinstated) & has pursued a full course of study at UCR.

The student is out of status and has not yet filed for reinstatement.

2. Dates of any practical training in which the student has participated :

CPT : _____ OPT: _____

The above student has been transferred to the new school by the counselor listed below:

Name of DSO

Signature

Date