

Transfer Out Request Form

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 STUDENTS AND SCHOLARS OFFICE TO PROCESS MY TRANSFER?

- ❖ Please submit this Transfer Out Request and a copy of your admission letter to the International Student Resource Center to request your SEVIS transfer. 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.

***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.***

Name: _____ UCR SID#: _____ Date: _____

Email: _____ SEVIS #: _____ Date of Birth: _____

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? _____

Name of new school/institution: _____ SEVIS School Code: _____

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.**

I request the UCR International Students and Scholars office transfer my SEVIS record to the school listed above.

Student Signature: _____ Date: _____