

## TRANSFER-OUT

International students who are admitted to another U.S. Institution, college or university must notify their [International Student Advisor](#) (ISA) to request a transfer of their SEVIS record to their new, transfer-in school. Complete the following form and submit it along with the required documents to the UFIC front desk in 170 Hub or by email to the appropriate ISA. An email will be sent to the student when the SEVIS transfer is complete.

Last Name	First Name	UFID	Telephone Number
E-Mail	College	Major	Degree Level

### REQUIRED DOCUMENTS:

- Transfer-Out Form
- Copy of the Admission Letter to the new, Transfer-In School
- The new Transfer-In School's SEVIS Release/Transfer-In Form

**NEW SCHOOL'S INFORMATION:** The fields below pertain to the new, transfer-in school. Please provide the information of the new, transfer-in school to which you have been admitted and are requesting the transfer.

School's Name (& Branch Location, if applicable): \_\_\_\_\_

School's SEVIS Code (Not Your SEVIS ID #): \_\_\_\_\_

School's Tel #: \_\_\_\_\_ School's Fax #: \_\_\_\_\_

Transfer Release Date: \_\_\_\_\_ Program Start Date: \_\_\_\_\_

Do you expect to graduate or [Clear Prior](#) at the end of this semester?  YES  NO

Master's/PhD Students: Do you have an Assistantship/Fellowship this semester?  YES  NO

**STUDENTS ON OPT/STEM OPT ONLY:** Confirm the following information of your most recent employment. If you have not previously provided an [OPT Report](#), please do so at the same time you request the SEVIS transfer.

Employer/Company Name: \_\_\_\_\_ Employment End Date: \_\_\_\_\_

*"By typing my name below, I confirm I have read the information provided on the Transfer-Out page, understand any employment I currently have must end according to transfer regulations, and give permission for my SEVIS record to be transferred and relevant information provided to my new, transfer-in school."*

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_