



Request to Transfer-Out SEVIS Record

If you plan to transfer from Jackson College to another US school, you must use this form to notify JC of your intent to transfer and to indicate which school you intend to transfer. *For F-1 students on post-completion OPT, the course of study must begin within five months of the end of OPT or the transfer release date, whichever is earlier.*

Please note that the transfer-in school will not be able to issue you a new SEVIS Form I-20 until the transfer release date. If you decide to cancel the school transfer, you must notify International Student Institute (ISI) **before** your transfer release date (once the transfer release date has been reached, JC will no longer have access to your SEVIS record).

Before you leave JC, be sure to take care of any financial obligations to the college, drop classes, cancel your health insurance, and notify your department and/or international advisor of your departure.

*****Any employment authorization ends upon transfer-out or non-enrollment.***

Items needed when submitting this form:

- * Copy of the acceptance letter issued by the institution admissions office (not department) from the transfer-in school **(must indicate admission date)**
- * Copy of I-20(s)
- * Copy of passport, visa, I-94 arrival/departure record
- * Copy of OPT card (if applicable)

Student Information:

Last Name

First Name

Email Address

Phone Number

Major

Department/College

SEVIS Number

Student ID

Visa Type: ☐ F-1 ☐ Other: _____ ☐ Yes, I am currently an ELI student ☐ No, I am not currently an ELI student

Transfer-In School Information: (must be completed)

Full Name of School

School SEVIS Code/Program Code

City

State

Phone Number

I request that my SEVIS record be transferred to the new school on the following date: _____

Reason for Transferring: _____

I certify that I have complied with US immigration regulations and I will timely inform ISI prior to the SEVIS release date if I decide not to transfer out.

Student Signature

Date

DSO Signature: _____ Date: _____

Updated in: ☐ SEVIS _____ ☐ Note _____
Date Completed