



# Immigration Transfer Out Form

If you plan to transfer from CSN to another school, you must use this form to notify the International Center of your intent to transfer. Upon receipt of this form and your letter of acceptance from the school to which you would like to transfer, we will update your SEVIS record, thereby giving the new school access to your record.

You may be applying to many schools, but **your SEVIS record can only be transferred to ONE school.** Once we transfer your record out, we CANNOT retrieve it after the release date. Your transfer release date will be one week prior to the end of the current semester unless otherwise requested for a valid reason. The new school cannot issue you a new I-20 until the record is transferred.

**Please complete and return to the International Center along with proof of acceptance from the school you are transferring to.**

## Student Information

Name: \_\_\_\_\_ C # \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

## New School Information

Name of School: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

New School Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
mm dd yy

### For Students Currently Studying at CSN:

Your SEVIS record will be transferred to the school above ***one week prior to the end of the semester unless otherwise requested below:***

Requested Transfer Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
mm dd yy

**Any on-campus work authorization that you have will end upon your transfer release date**

### For Students Currently on OPT:

EAD Expiration: \_\_\_\_/\_\_\_\_/\_\_\_\_  
mm dd yy

Requested Transfer Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
mm dd yy

**Any work authorization that you have will end upon your transfer release date**

**I give permission to the International Center to release the information requested on this form:**

\*\*\*\*\*Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FOR OFFICE USE ONLY: Copy form for student. Account balance: \$\_\_\_\_\_ Initials: \_\_\_\_\_

SEVIS updated on \_\_\_\_/\_\_\_\_/\_\_\_\_ by \_\_\_\_\_ with a transfer release date of \_\_\_\_/\_\_\_\_/\_\_\_\_  
mm dd yy DSO Initials mm dd yy

Insurance updated: \_\_\_\_\_  
Initials