

Transfer-Out Instructions

HOW TO TRANSFER YOUR F-1 SEVIS RECORD TO ANOTHER U.S. INSTITUTION

Please follow instructions carefully and completely to avoid delays in processing your transfer.

*If you are not graduating, you should apply for a transfer of your F-1 SEVIS record at the end of the semester you wish to transfer. If you are graduating or have completed post-completion OPT, you must apply to transfer your immigration status no later than 60-days following your program completion date or OPT expiration date listed on your OPT EAD card. Students on full-time post-completion OPT may apply to transfer their immigration status any time before their OPT expires; however, **you will forfeit the remainder of your OPT authorization.***

1. You must first be officially admitted to the other institution's program and be **absolutely** sure that you want to transfer from LSU. ***You are required to submit a copy of your official admission letter with this "USCIS/SEVIS Transfer-Out Release Form."*** Please also pay special attention to the section on the "USCIS/SEVIS Transfer-Out Release Form" that explains about dropping classes for which you have pre-registered at LSU the next semester.

2. Check with the other institution to see if there is a "transfer-in" or "transfer clearance" form that you and/or an LSU ISO staff member must complete. If so, you must submit it with this "USCIS/SEVIS Transfer-Out Release Form." We will not be able to process the transfer until we have **both** forms. Please check with your new school if their transfer form needs to be submitted by a certain deadline (such as 2 weeks before the SEVIS Release Date, etc.).

3. The program begin date at the school to which you are transferring ("transfer-in school") must be within 5 months (150 days) following your SEVIS release date or within 5 months of your program completion date at LSU (or OPT expiration date) – whichever is *earlier*. The ISO advises that you enroll for the next available term at your new school.

4. When selecting your SEVIS release date, please keep in mind, as of that date:

- a) You will no longer be eligible for on-campus work permission at LSU (if you were eligible for work permission before applying for an immigration transfer).
- b) You will no longer be eligible to work on OPT / CPT (if your OPT EAD card is not already expired at the time you apply for an immigration transfer).

If you are currently enrolled, you should select a SEVIS release date that is after final exams.

The SEVIS release date will be the first day your new school can issue your new Form I-20. **As of the SEVIS release date on the form, your SEVIS record will belong to your new school and the transfer cannot be cancelled by LSU. Therefore it is imperative that you have been admitted and are 100% sure that you wish to transfer to that institution.** Please also pay special attention to the section on the "USCIS/SEVIS Transfer-Out Release Form" explaining about dropping classes that you may have scheduled for the next semester. **Please do not request your record to be transferred out the same day as you submit your request. This is not possible. Your release date should be at least 3-5 days from the date you submit the request, as it takes 3-5 days to process a transfer out request.**

5. After you are sure of your decision to transfer out of LSU, complete the "USCIS/SEVIS Transfer-Out Release Form." Submit it along with your official admission letter and the "transfer-in" or "transfer clearance" form from your new school (if applicable) to the front desk of the ISO. You may also fax the forms to 225-578-1413 or mail them to the ISO.

Allow approximately 5 business days from the date you submit a *completed* request to the ISO for processing. You will be contacted via e-mail when processing is complete.

USCIS/SEVIS Transfer-Out Release Form

Please read the "Transfer- Out Instructions" and then complete this form and return it with a copy of your admission letter to:

Attn: Coordinator of SEVIS Compliance
International Services Office, Louisiana State University
101 Hatcher Hall, Baton Rouge, LA 70803 USA

E-mail: isosevis@lsu.edu
FAX: (225) 578-1413
Telephone: (225) 578-3191

Student Information:

Name: _____, _____, _____
Last First Middle Initial(s)

ID# : _____ E-mail: _____

Program Begin Date at new school: _____ SEVIS ID: _____

School Information:

Name of School to which you plan to transfer: _____

Campus: _____ International Student Advisor's Name: _____

Address: _____

Phone # _____ FAX # _____ E-mail: _____

Does this institution have a "transfer-in/transfer clearance form"? NO YES- *Please submit with this form.*

NOTE TO STUDENT: After the release date of your SEVIS record, the school to which you are transferring will issue you a new form I-20. You are required to contact this school's international office within 15 days of the program start date listed on your new I-20 or letter of admission. **Should you wish to cancel this Transfer Release Form, you must notify us prior to your requested release date.** As of the release date, you must stop working immediately, if you are employed by LSU. Please be aware that if you have an active EAD card, such as for OPT or economic necessity, the transfer-out process will cancel such work authorization.

Preferred SEVIS Record Release Date: _____ (See the Transfer-Out Instructions before choosing this date.)

Time of Transfer:

- I am transferring prior to completing my degree at LSU
 I am transferring after completing my degree at LSU

Reason for Transfer:

- Admission to new program desired Admission to new program with scholarship/assistantship
 Admission to same program, different school desired
 Admission to same program, different school with scholarship/assistantship Academic performance
 Personal Other _____

Are you traveling outside the U.S. before next semester begins? NO YES

If so, what is your departure date? _____

Are you pre-registered for courses at LSU for next semester? If so, you must withdraw from them before transferring to another school. Completion of this form will **not** withdraw you from current or future semesters at LSU. Failure to withdraw from pre-registered courses will result in grades of 'F' and you will be required to pay all Bursar charges for these classes. To begin the withdrawal process, contact your college or department.

I am confident of my decision to transfer from LSU. I understand that if I decide NOT to transfer from LSU and the release date has passed, I will fall out of lawful student status; lose all benefits, including employment; and will need to apply for reinstatement to regain lawful student status. Please release my SEVIS record to the above-named institution.

I have read, understand and agree with the terms mentioned above:

Student Signature: _____ Date: _____

FOR OFFICE USE ONLY

Release date in SEVIS: _____/_____/_____ Processed in SEVIS & Mainframe: _____/_____/_____

DSO Name: _____ Signature: _____ Updated 07/11/08