



If you are intending to transfer to another educational institution, you must complete the SEVIS Transfer-Out Form. Note that this is only a transfer of your immigration record and *not* of your academic record.

How is my SEVIS record transferred to a new school?

Your SEVIS record will be transferred electronically through the federal database known as the Student and Exchange Visitor Information System (SEVIS). Your SEVIS record can only be transferred to ONE school, so you must decide which school you will attend before requesting a transfer.

What does the FSU Center for Global Engagement need to transfer my SEVIS record to another school?

- The attached SEVIS Transfer-Out Form, each section is REQUIRED to be completed
- An official letter of admission from the new school
- Contact the new school to see if they require a Transfer Verification Form (a form to be filled out by your F-1 advisor at the FSU Center for Global Engagement and faxed to the new school to confirm your immigration status)

Do transfer students have to pay the I-901 SEVIS fee again?

No. You are considered a continuing student in SEVIS.

Do transfer students have to apply for a new visa?

No. If your F-1 visa is still valid, you do not need to get a new visa. The notation of the school's name on your visa becomes irrelevant. However, if your visa is expired, you will need to apply for a new F-1 visa before returning to the U.S. after traveling abroad.

How long do F-1 transfer students have to transfer to another school after graduating from FSU or after the end of post-completion OPT employment authorization?

Students must have their SEVIS record transferred from FSU to the new school within the 60 day grace period following program completion or OPT. Therefore, the SEVIS Release Date that you choose must fall within that grace period.

Once my SEVIS record is transferred, how soon must I begin classes at the transfer-in school?

You must begin classes at the new school within 5 months of your transfer release date, your program completion date, OR your OPT end date.

When must I stop working part-time on campus at FSU if transferring to another school?

You are only authorized to work on the campus of the school that holds your SEVIS record. You must end on-campus employment at FSU before the SEVIS Transfer Release Date. Once the record has been electronically transferred, you will be ineligible to work at FSU.

If I am on CPT or post-completion OPT, when must I stop working?

You must stop working before the SEVIS release date or the end of your CPT or OPT authorization, whichever is earlier.

Can I change my mind about transferring to another school *BEFORE* my SEVIS Transfer Release Date?

Yes. You will need to contact your advisor at FSU's Center for Global Engagement as soon as possible.

Can I change my mind about transferring to another school *AFTER* my SEVIS Transfer Release Date?

This gets more complicated and can result in a delay in your plans. Contact your advisor at CGE.

****Graduate Students:** Please inform your department of your intent to transfer, especially if you have an assistantship.



Last Name: First Name:

Date of Birth: Phone: E-mail:

PLEASE COMPLETE THE FIVE SECTIONS BELOW AND SIGN THE FORM:

1. **Transfer Verification/Confirmation Form from your new school:** Please provide us with a Transfer Verification or Confirmation Form from the transfer-in school. We will verify that you are maintaining your F1 status and fax the form to your new school. If you are not in-status, we will ask you to schedule an appointment.

- The transfer verification/confirmation form is attached.
- The new school does not require a form.

2. **The Letter of Admission from your new school (REQUIRED):**

Term you were admitted: Fall Spring Summer of Year:

Date Classes start: (mm/dd/yyyy)

3. **Current Work Authorizations:** If you are employed, check your type of work authorization and have your employer sign and date below. If on CPT you also need to include the name of your academic advisor or department representative.

I am not currently working.

Optional Practical Training Ends: (mm/dd/yyyy)

Employer's Name

Employer's Signature

Date

Curricular Practical Training Ends: (mm/dd/yyyy)

Name and Title of Advisor or Department Representative

Employer's Signature

Date

On Campus Employment Ends: (mm/dd/yyyy)

Employer Name

Employer's Signature

Date

4. **SEVIS Release Date:** You must choose a transfer release date. The release date will generally be the last day of your current semester at FSU.

- If you are employed (CPT, OPT or on-campus), you must end employment the day before the release date that you choose.
- If you have completed a degree program at FSU, make sure that you choose a release date before the end of your 60-day grace period.
- If you are on post-completion OPT, make sure that you choose a release date before the end of your 60-day grace period.
- If you plan to travel before starting your studies at your new school, please speak with your international student advisor prior to selecting a SEVIS release date.

Please release my SEVIS record on the following date: (mm/dd/yyyy)

5. **Reason for Transfer:** Please briefly explain why you decided to transfer to another university.