

## SEVIS Transfer Out Form

International students who plan to transfer to a different university in the United States must complete and submit the following documents to the Office of International Education and Development in order to have their SEVIS record transferred:

1. Fill in all information on the form below.
2. A copy of the acceptance letter from the new school.
3. A transfer form provided by the new school for OIED to complete (if required)
  - *Students funded by a Cultural Mission must submit a copy of the financial guarantee issued to the new school as proof of permission to transfer.*

### Consider the following when choosing to transfer to a new school:

- WOU can only transfer your SEVIS record **one time** to one school.
- If you decide to cancel your school transfer, you must notify the OIED office **before** the transfer date. OIED cannot access your SEVIS record after the transfer date.
- If you work on-campus at WOU, the transfer date is the **last day** you are eligible to work.
- If you have OPT, CPT or off-campus employment authorization at WOU, these authorizations are cancelled on the transfer date.
- If you plan to travel outside the US after your SEVIS record is transferred, you must reenter the US using the I-20 issued by the new school. Communicate with your new school about travel and reentry.

**Please be aware that the SEVIS transfer release date is usually set to the last day of the current session. At minimum please allow one week for the transfer process to be completed.**

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
(Last) (First) (Middle)

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Transfer school \_\_\_\_\_  
(Name of College or University) (City) (State)

Transfer term: \_\_\_\_\_ Classes begin on: \_\_\_\_\_  
(Quarter: Fall/Winter/Spring/Summer Semester: Fall/Spring/Summer) (Month/Day)

Date to transfer SEVIS record (mm/dd/yyyy): \_\_\_\_\_  
Start of term transfers must be done no later than the withdrawal with no grade deadline.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## WOU Exit Procedures for Transfer Out Students

### ALL DEPARTING STUDENTS MUST:

- ☐ Withdraw from any classes you have already registered for.
- ☐ Verify in Wolf Web or at the Cashier's office that your account has a \$0 balance on the day of exit. Pay any money owed, or make sure you receive a refund, if any.
- ☐ If working on campus, notify your employer and give the Payroll office at least 5 business days notice to print your final check.
- ☐ If living in the residence halls, students must inform the University Housing office of departure and properly check out of the room or you may accrue improper check-out fees.

### STUDENTS TRANSFERRING OUT MUST:

- ☐ Confirm that you will start attendance at the new school at the next available term, or within 5 months of taking full time classes (whichever is sooner).
- ☐ Usually the new school will require the student and the current international student advisor complete a "Transfer-In form".
- ☐ Any J-1 visa student who wishes to transfer to a new school needs to contact Joseph Macade at [macadej@wou.edu](mailto:macadej@wou.edu).
- ☐ After the transfer release date, you will need to contact your new school to issue a new I-20 or DS-2019.

All required documents for a transfer must be turned in to an International Student Advisor **BEFORE** the start of the term you will transfer. Students are advised against transferring after the first day of classes. To maintain immigration status, students need to be enrolled in classes full-time until the transfer-out date.

<b>OIED Office Use Only</b>	<input type="checkbox"/> Date Stamped	<input type="checkbox"/> Admission Letter Received	<input type="checkbox"/> Transfer In Form Done	<input type="checkbox"/> SEVIS Transfer Complete	<input type="checkbox"/> Portal	<input type="checkbox"/> New Database	<input type="checkbox"/> Email Sent
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