



Center for Global Engagement  
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### INTERNATIONAL STUDENT TRANSFER OUT REQUEST FORM

This form is used to notify Center for Global Engagement (CGE) of your intent to transfer your F-1 immigration status to another school or institution.

**Transfer out procedures:** If you plan to transfer from ISU to another U.S. school, you must use this form to notify us of your intent to transfer. Upon receipt of your completed form, a Designated School Official (DSO) will update your record in SEVIS as a "transfer out" and indicate the name of your transfer school and transfer release date. Your transfer release date will be the end of the current session, unless you can document your need for an earlier release date. Please note that your transfer school will not be able to issue you a new I-20 until the transfer release date. If you decide to cancel or change your school transfer you must notify CGE before your transfer release date. Once the transfer release date has been reached, CGE will no longer have access to your SEVIS record. [Although you may be applying to multiple new schools, the DSO may indicate only one transfer school in SEVIS].

**Please complete the information below and return to CGE:**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

SEVIS ID: \_\_\_\_\_ Student ID#: \_\_\_\_\_

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

Name of School Transferring To: \_\_\_\_\_

Transfer School International Office Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Do you need a transfer release date before the end of the current semester?  yes  no

If you answered "yes", please indicate your requested release date: \_\_\_\_\_

Reason for requesting an early transfer release date? \_\_\_\_\_

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**Reason for Transfer:** In order to help us better serve our international student population please briefly explain why you decided to transfer to another university.

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(you must attach to this form documentation which supports your request, such as an acceptance letter showing that you must report to your new school before the end of your current semester at ISU)

**Checklist of required documents:**

- Copy of your I-94
- Copy of your current I-20 (pages 1 & 2)
- Copy of admission letter from your new institution
- Immigration transfer form from school you want to transfer to