



Transfer Out Form

June 2009

If you plan to transfer from UW-Whitewater to another U.S. school, you must notify the Center for Global Education at your "current school" of your intent to transfer and to inform us of the school to which you intend to transfer ("transfer school"). It is up to you, the F-1 student, to make sure your SEVIS record is released in a timely manner to your transfer school. It is not an automatic condition of your admission.

Procedure:

- 1) Send the completed transfer out form along with a copy of the transfer school admission letter to the Center for Global Education.
2) After receiving the transfer out form, the Center for Global Education will charge a \$50 administration fee to your student account and will then transfer your SEVIS record to your transfer school on the requested release date. Note: Although you may be applying to multiple new schools, you may only transfer to one in SEVIS. The transfer release date will be the end of the current term, unless a different release date is needed.
3) The transfer school cannot issue a new SEVIS I-20 until the transfer release date from your current school is reached.
4) To cancel your school transfer, contact the Center for Global Education right away before your transfer release date. At this time, an additional \$50 administration fee will be charged to your student account. Please note that once the transfer release date has been reached, UW-Whitewater no longer has access to your SEVIS record.

Please complete the following and return it to the Center for Global Education:

First Name: Last Name: SEVIS ID: Admission number (I-94 #):

I have been admitted to and intend to enroll at (transfer school name and address): (attach copy of admission letter)

Transfer School Phone #: Transfer School Fax #:

- A. Do you need a transfer release date before the end of the current term or session? yes no If you answered "yes" to the previous question, please indicate below: Your requested transfer release date: Reason for requesting an early transfer release date:

OR

- B. Are you currently doing Optional Practical Training? yes no If yes, date OPT expires: I understand that release of my SEVIS record will cancel my OPT authorization as of the transfer release date. Requested transfer release date:

FOR OFFICE USE ONLY (make photocopy of form for student) Date \$50 charged to account: Date Transfer Out Form received: SEVIS updated on by with a transfer release date of Transfer Cancellation: Date Requested Date of Admin. Fee Payment Date Transfer Cancelled