

## TRANSFER OF SEVIS RECORD FROM UCSB TO ANOTHER INSTITUTION

If you are leaving UCSB to study at another institution within the United States, you will need to transfer your SEVIS record from UCSB to the new institution. This process involves the Office of International Students and Scholars releasing your record in the Student Exchange Visitor Information System (SEVIS) to the school to which you are transferring.

Please complete the Transfer Out Form to initiate the transfer process. You will need to attach the following documents to the form:

- Admissions letter from new institution, OR
- Transfer form from new institution

If you are currently on post-completion Optional Practical Training (OPT), you will also need to attach a copy of your Employment Authorization Document (EAD card).

If you decide not to transfer to the new school or decide to transfer to another school, you need to contact an OISS advisor immediately. If you make your decision before the SEVIS release date, we can change your SEVIS record to reflect your new plans. However, once the SEVIS release date passes, OISS no longer has access to your SEVIS record. You will need to contact the international student advisor at the school to which you originally planned to transfer to see whether they are able/willing to release your SEVIS record to the school you wish to attend.

## TRANSFER OUT FORM

International students transferring to another school must complete this form and **attach the new school's admission letter or transfer form**. If you were granted approval for Optional Practical Training (OPT), please include a copy of your Employment Authorization Document (EAD) card. Please return this form to OISS as soon as possible and allow 3 working days to process your request.

### STUDENT INFORMATION

Name: \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_  
Family/Primary Name First/Given Name Middle Name

SEVIS ID: \_\_\_\_\_ PERM #: \_\_\_\_\_

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

Program Start Date: \_\_\_\_\_ (mm/dd/year) Program Completion Date: \_\_\_\_\_ (mm/dd/year)

*F-1 Students on OPT (fill in dates as listed on EAD card):*

OPT Start Date: \_\_\_\_\_ (mm/dd/year) OPT End Date: \_\_\_\_\_ (mm/dd/year)

### NEW SCHOOL INFORMATION

Name of School \_\_\_\_\_

New School's SEVIS school code (MANDATORY – If unknown, please contact new school and ask):  
\_\_\_\_\_

Start Date at New School: \_\_\_\_\_ (mm/dd/year)

SEVIS Release Date: \_\_\_\_\_ (mm/dd/year)

*(Note: OISS will release your SEVIS record to the institution listed above. Once your SEVIS record is released to the new institution, your F-1 record at UCSB will be closed and any OPT employment authorization will end automatically, even if your EAD card has not expired. Please plan accordingly.)*

#### Student Certification (Required)

This is to certify that I have been admitted to the school named above. I understand that my SEVIS record will be released to that school on the requested SEVIS Release Date.

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_ (mm/dd/year)

### OFFICE OF INTERNATIONAL STUDENTS & SCHOLARS AUTHORIZATION

Approved by \_\_\_\_\_ Date \_\_\_\_\_

UCSB SEVIS ID#: \_\_\_\_\_ DATE RELEASED IN SEVIS: \_\_\_\_\_