TRANSFER OUT FORM

International students transferring to another school must complete this form and attach the new school's admission letter (the letter must include official school letterhead or logo). 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

Family Name______________________ First Name_______________________________
SEVIS ID __________________________ Perm # __________________________
Program Start Date __________________ Program Completion Date ______________
(month/day/year) (month/day/year)

Student Status (Select an Option):

F-1 Student □ J-1 Student □

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

Program Start Date __________________ Program Completion Date ______________
(month/day/year) (month/day/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: _______________ SEVIS Release Date: _______________
(month/day/year) (month/day/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 ______________________
(month/day/year) (month/day/year)

OISS Processor

Name_________________________ Signature________________________

Date_________________________ Entered in ISSM □
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 document(s) to the form:

- Admissions letter 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.