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 business days to process your request.

Student Information

Family Name______________________ First Name_____________________________

SEVIS ID ___________________________ Perm # ___________________________

Program Start Date __________ (month/day/year) Program Completion Date __________ (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):

OPT Start Date ___________ (month/day/year) OPT End Date ___________ (month/day/year)

I have updated all of my employment start and end dates on the SEVP Portal: □

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: ___________ (month/day/year) SEVIS Release Date: ___________ (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 read the “Transferring out of OPT” section on the second page of this form).

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)

OISS Processor
Name________________________________ Signature________________________________
Date___________________________ Entered in ISSM □
TRANSFER OF SEVIS RECORD

After you submit this form, the Office of International Students and Scholars will release your record in the Student Exchange Visitor Information System (SEVIS) to the school to which you are transferring.

If you decide not to transfer to the new school or decide to transfer to another school after submitting this form, you need to contact the OISS immediately for further guidance.

TRANSFERRING OUT OF OPT

- Please note that if you are currently on OPT, you are not eligible to work past the SEVIS release date that you entered on this form.

- If you are currently working, you will need to end your employment and enter your employment end date in SEVP as on or before your SEVIS release date.

- If you have accrued more than the allotted number of unemployment days (90 for initial OPT, 120 for STEM OPT Extension), then your record will not be eligible for transfer.

- If your OPT end date has passed and you have not surpassed the allowed number of unemployment days, then you can schedule your release date to be within the 60-day grace period following your OPT end date.