



## SYRACUSE UNIVERSITY

LILLIAN AND EMANUEL SLUTZKER CENTER FOR INTERNATIONAL SERVICES  
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# F-1 SEVIS Transfer-Out Form

**If you are intending to transfer to another university or college and want your SEVIS record released to the new school, you must complete the SEVIS Transfer-Out Form and submit it to the Slutzker Center. Please note that this is only a transfer of your immigration record and not of your academic record.**

### **How is my SEVIS record transferred to a new school?**

Your SEVIS record will be released (transferred) electronically through the federal database known as Student and Exchange Visitor Information System (SEVIS). Your SEVIS record can only be transferred to ONE school, so you must decide which school you will attend before requesting a transfer.

### **What does the Slutzker Center need in order to transfer my SEVIS record to another school?**

The attached SEVIS Transfer-Out Form. Each section must be completed and submitted to the Slutzker Center with an official letter of admission from the new school.

You should also contact the new school to see if they require a Transfer-In Form (a form to be filled out by the Slutzker Center and sent to the new school to confirm your immigration status)

### **Do I need to pay the I-901 SEVIS fee again if I request a transfer of my SEVIS record?**

No. You are considered a continuing student in SEVIS.

### **Do I need to apply for a new F-1 visa if I request a transfer of my SEVIS record?**

If your F-1 visa is still valid, you do not need to get a new visa. The notation of the school's name on your visa becomes irrelevant. If your visa is expired, you will need to apply for a new F-1 visa before returning to the U.S. after traveling abroad.

### **How much time do I have to request a transfer of my SEVIS record to another school after graduating from SU or after the end of post-completion OPT Employment authorization?**

You must request a transfer of your SEVIS record from SU to the new school before the end of the 60 day grace period following program completion or following OPT.

### **Once my SEVIS record is transferred, how soon must I begin classes at the Transfer-In school?**

If you transfer to a new school in the middle of your program at SU, you must begin classes at the new school in the next available session or semester. If your SEVIS record is transferred after you complete a degree at SU or after OPT, you must begin classes at the new school no later than 5 months after your graduation date or after your OPT ends.

### **When should I stop my on campus employment at SU if my SEVIS record is transferred to another school?**

You are only authorized to work on the campus of the school that holds your SEVIS record. You must end your on-campus employment at SU no later than the day before the SEVIS transfer release date.

### **If I am on CPT or post-completion OPT, when must I stop working?**

You must stop working no later than the day before the SEVIS transfer release date or the end of your CPT or OPT authorization, whichever is earlier.

### **Can I change my mind about transferring to another school BEFORE my SEVIS release date?**

Yes. You will need to contact the Slutzker Center as soon as possible and request that the SEVIS transfer be cancelled.

### **Can I change my mind about transferring to another school AFTER my SEVIS release date?**

This gets more complicated and can result in a delay in your academic plans. Please contact the Slutzker Center.

### **Do I need to let any other offices on campus know that I am transferring to another school?**

If you are transferring to a new school in the middle of your program at Syracuse University, you should inform your Academic Department, the Registrar's Office, the Bursar's Office, and the SU Housing Office if you are living on campus. You may also want to inform SU Health Services, so they can transfer your medical record to your new institution.



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# F-1 SEVIS Transfer-Out Form

### Information Regarding SEVIS Transfers

1. Students requesting a SEVIS record transfer must complete this form and submit it to the Slutzker Center with proof of admission to another U.S. college or university.
2. Students must request a SEVIS record transfer to the new school no later than 60 days after completing a degree at Syracuse University or after completing OPT.
3. After the SEVIS Record release date, students are no longer eligible for on-campus employment at Syracuse University. Students on CPT or OPT must stop working by the release date.
4. Students who travel outside the U.S. after the SEVIS Record release date will need the new I-20 from the new school to re-enter the U.S.
5. After the SEVIS record is released to the new school, the Slutzker Center no longer has access to it and cannot make any updates to it.

### Student's Information

Student's Name: \_\_\_\_\_  
U.S. Address: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
SU ID: \_\_\_\_\_  
SEVIS ID (on I-20): N \_\_\_\_\_

### New School's Information (include a copy of the official admission letter with this form)

School Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Campus (if applicable): \_\_\_\_\_  
Date Classes Begin: \_\_\_\_\_  
SEVIS School Code: \_\_\_\_\_

### SEVIS Record Release Date

You must choose the date you want your SEVIS record released (transferred) to the new school. The release date is usually the day after the end date of your last semester at Syracuse University or after the last day you will work if you are on OPT. Your new school will only be able to print a new I-20 after this date.

Release Date: \_\_\_\_\_

### Agreement and Signature

I authorize the Slutzker Center for International Services to release my SEVIS record to the above named school on the release date indicated on this form. I attest that I have read and understand the "Information Regarding Transfers" at the top of this form and the information I provided above and documented, as applicable, is true and valid. Furthermore, I acknowledge that once the transfer release date occurs, Syracuse University will no longer have access to my SEVIS record.

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

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