



## SYRACUSE UNIVERSITY

LILLIAN AND EMANUEL SLUTZKER CENTER FOR INTERNATIONAL SERVICES  
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# SU Transfer-Out Form

**If you are intending to transfer to another educational institution, you must complete the SEVIS Transfer-Out Form. 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 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 SCIS need in order to transfer my SEVIS record to another school?**

- The attached SEVIS Transfer-Out Form. Each section is REQUIRED to be completed.
- An official letter of admission from the new institution.
- Contact the new school to see if they require a Transfer-In Form (a form to be filled out by your International Student Advisor (DSO) at the SCIS Office and faxed to the new school to confirm your immigration status)

### **Do transfer students have to pay the I-901 SEVIS fee again?**

No. You are considered a continuing student in SEVIS.

### **Do transfer students have to apply for a new F-1 visa?**

No. 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 F-1 transfer students have to transfer to another school after graduating from SU or after the end of post-completion OPT Employment authorization?**

Students must have their SEVIS record transferred from SU to the new school within the 60 day grace period following program completion or OPT. Therefore, the SEVIS Release Date that you choose must fall within that grace period.

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

You must begin classes at the new school within **5 months** of your transfer release date, your program completion date, or your OPT end date, whichever is earlier.

### **When should I stop my on campus employment at SU if transferring 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 on the SEVIS Transfer Release Date. Once the record has been electronically transferred, it will be only with the new school, making you ineligible for work at SU.

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

You must stop working on the SEVIS 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 Transfer Release Date?**

Yes. You will need to contact your advisor at the SCIS as soon as possible.

### **Can I change my mind about transferring to another school *AFTER* my SEVIS Transfer Release Date?**

This gets more complicated and can result in a delay in your academic plans. Please contact your International Student Advisor.

**\*\* Please inform your Academic Department, the Registrar's Office, the Bursar's Office, and the SU Housing Office if living on-campus. (You may also want to inform the SU Health Services, so they can transfer your record to your new institution.)**





**SU**  
**Transfer-Out**  
**Form**

Please type information directly into this form, print and submit to the Slutzker Center with required transfer out materials.

**Important Information Regarding Transfers**

1. Students requesting a transfer must provide proof of admission to the new institution (e.g., acceptance letter).
2. A student must apply transfer to the new institution with 60 days from the last day s/he attended Syracuse University or completed OPT. Requests beyond this 60 -day period will require students to leave and re-enter the U.S. using an I-20/DS-2019 issued by the new institution.
3. Once the release date has occurred and a student’s SEVIS record has been transferred, the Slutzker Center has no longer access to it. The new institution is responsible for maintaining and transferring your SEVIS record.
4. A transferred student is no longer eligible for on-campus employment at Syracuse University after the release date.
5. It is the student’s responsibility to provide all of the information requested below. Incomplete forms will not be processed.

**Transferring Student’s Information**

**Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_ **Middle Name:** \_\_\_\_\_

**SUID #:** \_\_\_\_\_ **SEVIS Number: N000** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

Current Address: \_\_\_\_\_

Current Program End Date: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Country of Citizenship : \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Degree Level:  Bachelor’s  Master’s  Doctorate  Non-Degree  Other:

The required letter of admission is printed on an official letterhead and is attached to this form.

**New Program Information:**

Name of the Institution: \_\_\_\_\_ Name of the Campus (if different than the institution): \_\_\_\_\_

Location of Institution: \_\_\_\_\_ Date Classes Start (mm/dd//yyyy): \_\_\_\_\_

The name of the International Student/Admission Advisor (DSO) at the new Institution: \_\_\_\_\_

**Advisor’s Email:** \_\_\_\_\_ **Advisor’s Phone:** \_\_\_\_\_ **Advisor’s Fax:** \_\_\_\_\_

**SEVIS School Code:** \_\_\_\_\_

“Semester you intend to register at the new institution:  Fall  Spring  Summer Year: \_\_\_\_\_

**SEVIS Release Date** (You must **choose** a transfer release date. The release date will generally be the last day of your current semester at SU):

Reason for Transferring: \_\_\_\_\_

I understand that it is my responsibility to notify the following departments of my plan to transfer to another university: (1) my academic department, (2) the registrar’s, (3) the Bursar’s, and (4) the SU housing office if living on-campus. (You may also want to inform the SU Health Services, so they can transfer your records to your new institution.)

I authorize the Slutzker Center for International Services to release my SEVIS record to the above named school by the release date indicated o this form. I attest that I have read and understand the “Important Information Regarding Transfers” 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**

*Please Email this form to [lescis@syr.edu](mailto:lescis@syr.edu) or Fax it to 315-443-3091, in order to process your transfer request.*

