



Intent to Transfer out Form & Instructions for F-1 Students

Revised: June 6, 2017

Instructions: This form is to be used for F-1 students currently attending Carroll University who intend to **transfer out** of Carroll University to another school/university. Read the information on this page and complete the attached form and submit it with the required documents indicated on the form.

Restrictions on Transferring

For students in initial attendance status

- A student who has used an I-20 issued by Carroll University to enter the United States may transfer to another school before beginning your studies at Carroll University. However, the student must first check in with the Office of International Education at Carroll University and furnish copies of your immigration documents, proof of admission to another institution of education, and this completed *Intent to Transfer Out* form. Such transfer must be initiated within 30 days from the date you enter the U.S. to avoid falling out of status.

For students who are out of status

- An F-1 student who is out of status may still transfer to another school; however, the student's SEVIS record will be in terminated status. Consequently, before initiating the transfer process, the student should check with the new school to see if the international student advisor is willing to assist the student submit an application for reinstatement. If the new school is not willing or the student does not otherwise qualify to apply for reinstatement, the student will need to obtain a new initial attendance I-20 from the new school and travel outside the U.S. prior to beginning their studies at that school.

General Guidance

- An F-1 student must begin classes at the new school or program within 5 months of the last day they attended classes or the next available session date, whichever is earlier.
 - In the case of an F-1 student authorized to engage in post-completion Optional Practical Training (OPT), they must be able to resume classes within 5 months of transferring out of the school that recommended OPT or the date the OPT authorization ends, whichever is earlier.
- For those students currently authorized for Curricular Practical Training (CPT) or Optional Practical Training (OPT), work authorization is automatically terminated when the student transfers to another school. The termination is based on the date the SEVIS record is transferred.
- The student may only engage in on-campus employment at the school having jurisdiction over their SEVIS record. After the transfer date has been reached, the student is only eligible to work at his/her new school.
- All F-2 dependents must transfer with the F-1 principal and must be in status as well.

NOTE

- The SEVIS release date is the current semester or session completion date, or the date of expected transfer if earlier than the established academic term.
- If a student changes their mind for a certain reason, OIE can only cancel the student's transfer request PRIOR to the SEVIS release date.
- After the release date, a student must work with the international advisor of the transfer in school to accomplish a second transfer to another SEVIS approved school or transfer back to his or her previous institution.



Intent to Transfer Out Form

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Instructions: Complete this form and submit it to the Office of International Education at least 5 business days prior to the date you want to transfer out of Carroll University. The information requested on this form is required for Carroll University to release your SEVIS record at the appropriate time to the school you designate. Submit this completed form the following document:

Letter of admission from the institution to which you intend to transfer

To be completed by the student (type or print).

First name: _____ Last name: _____

Date of birth: _____ SEVIS ID #: N _____

Current Address: _____

Email Address: _____ Phone number: _____

Please check the appropriate box to support your request to transfer your SEVIS record

- Graduating from Carroll University and beginning a new degree program at the new institution
- Leaving Carroll University to complete my current program at the new institution
- Currently on OPT. My last day of employment is: _____
- Other: _____

Last date of enrollment at Carroll University will be: _____

Name of institution transferring to: _____

SEVIS School Code: _____

School Address: _____

Contact Person: _____ Phone number: _____

SEVIS Release Date: _____ Official Start Date: _____

I am requesting that Carroll University releases my SEVIS record to the above name institution on the date indicated above. I have read and understand the terms of my transfer as outlined on the *Intent to Transfer Out Instructions*.

Signature: _____ Date: _____

For OIE Use Only: <input type="checkbox"/> Letter of admission received	<input type="checkbox"/> SEVIS record released
Advisor: _____	Date: _____