

Wayne State University Office of International Students and Scholars

F-1 TRANSFER OUT FORM

Please read the procedures below carefully. The processing time is 10 business days.

- Attach a copy of your admission letter from the school/college/university to which you are transferring.
- If you are currently on post-completion OPT, attach a photocopy of your EAD card. Your OPT will be cancelled on the release date that you have requested on this form.
- Meet with an advisor to discuss and submit your request.

Transfer out procedures

If you plan to transfer from WSU to another U.S. school, you must use this form to notify WSU (your "current school") of your intent to transfer and to indicate the school to which you intend to transfer (your "transfer school"). Upon receipt of your completed form, we will update your record in the Student and Exchange Visitor Information System (SEVIS) as a "transfer out" and indicate the name of your transfer school and a transfer release date.

Although you may be applying to multiple new schools, we may indicate only **one** transfer school in SEVIS. Also, your transfer release date will be the end of the current term, unless you can document your need for an earlier release date. If you have been authorized for post completion of OPT, you must be able to resume classes within 5 months of transferring out of the school that recommended OPT or the date of the OPT authorization ends, which ever is earlier.

Please note that your transfer school will not be able to issue you a new SEVIS Form I-20 until the transfer release date. Finally, if you decide to cancel your school transfer you must notify us **before** your transfer release date---once the transfer release date has been reached, WSU will no longer have access to your SEVIS record.

Before you leave Wayne State University, be sure to take care of financial obligations to the university, cancel your health insurance, and notify your department or academic advisor of your departure.

Please complete the information below:

First name: _____ Last name: _____ DOB: _____

SEVIS ID #: _____ WSU ID #: _____

Email address: _____ Phone #: _____

Transfer In School Designation Code: _____

Transfer school name: _____

Transfer school address: _____

Transfer school phone #: _____ fax #: _____

Your requested transfer release date: ____/____/____

If you are unsure, this date may be determined during your advising appointment.

If you have not yet completed your academic requirements, do you need a transfer release date before the end of the current term? yes no

If yes, please indicate your reason for requesting an early transfer release date in the space below:

Reason:

Signature of student: _____ Today's date: ____/____/____

FOR OFFICE USE ONLY

Immigration status check by the OISS Advisor; student is in status and may be transferred on the requested release date.

(OISS Advisors initials) _____ date ____/____/____