

PLEASE READ THE PROCEDURES BELOW CAREFULLY

- Allow for up to 10 business days processing time**
- Attach a photocopy of your admission letter from the school/college/university to which you are transferring
- Meet with an OISS 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 your SEVIS and to indicate the school to which you intend to transfer (your "transfer school"). Upon receipt of your completed form and the admission letter, 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.

You must be continuing with the same J-1 student category that you were initially admitted to fulfil at WSU. If you are currently a non-degree student at WSU, you can only transfer your J-1 record to another school if you will be a non-degree student there as well. You cannot transfer your J-1 record if you will be pursuing a degree program at another school. If you are a degree-seeking student at WSU, you are eligible to transfer your J-1 record to pursue same or higher degree educational level at another school.

Please note that your transfer school will not be able to issue you a new Form DS-2019 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 drop/withdraw from your courses (if enrolled), take care of financial obligations to the university, cancel your health insurance, and notify your department or academic advisor of your departure. You are no longer eligible to work on-campus at WSU after the SEVIS transfer release date.

PERSONAL INFORMATION			
Last Name:	First/Middle Name:		
Visa Type:	SEVIS ID:		
Date of Birth:	WSU ID:		
Phone:	WSU Email:		
TRANSFER SCHOOL INFORMATION			
Name:	New School EV Program #		
Street Address:			
City:	State:	Zip:	
Phone:		Fax:	
OTHER INFORMATION			
Requested Transfer Date: ____/____/____ <i>(If you are unsure, this date may be determined during your OISS advising appointment.)</i>			
Have you completed your academic requirements at WSU? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Do you need a transfer release date before the end of the current term? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If Yes, please indicate your reason for requesting an early transfer release date:			
Student Signature:			Date:
OISS STAFF ONLY Reviewed By: _____ Date: _____			
<input type="checkbox"/> Place TB Hold <input type="checkbox"/> Place Health Insurance Hole <input type="checkbox"/> Place IS Hold			