

# Lawrence University International Student Services

## F-1 TRANSFER OUT FORM

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

- Complete this form and attach legible copies of all your current and previous I-20s.
- 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.
- Meet with an advisor to discuss and submit your request.

### Transfer out procedures

If you plan to transfer from Lawrence to another U.S. school, you must use this form to notify Lawrence (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 OPT, you 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.

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, Lawrence will no longer have access to your SEVIS record.

Before you leave Lawrence University, be sure to take care of financial obligations to the university, cancel your health insurance by contacting the International Student Advisor (if applicable), and notify your department or academic advisor of your departure.

### Please complete the information below:

First name: \_\_\_\_\_ Last name: \_\_\_\_\_

SEVIS ID #: \_\_\_\_\_ Lawrence ID #: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Transfer school name: \_\_\_\_\_

Transfer school address: \_\_\_\_\_

Transfer school phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Degree sought at new institution: \_\_\_\_\_

- 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. *Note: you must attach documentation (such as an acceptance letter showing that you must report to your new school before the end of your current term at Lawrence University to this form which supports your request.)*

Reason: \_\_\_\_\_

Signature of student: \_\_\_\_\_ Today's date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

### FOR OFFICE USE ONLY

Immigration status check by the ISSA: student is in status and may be transferred on the requested release date  
(ISSA initials) \_\_\_\_\_ date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_