

**UNIVERSITY OF INDIANAPOLIS
INTERNATIONAL DIVISION**

TRANSFER OUT FORM

Instructions: If you plan to transfer from the University of Indianapolis to another U.S. college or university, you must use this form to notify our office (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 this completed form, a Designated School Official (DSO) within the International Division 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.

Important Notes:

- You must **attach a copy of the acceptance letter** from the school to which you plan on transferring.
- Although you may be applying to multiple new schools, the DSO may indicate only one transfer school in SEVIS.
- Your transfer release date will be the end of the current term or session, unless you can document your need for an earlier release date.
- Your transfer school will not be able to issue you a new SEVIS I-20 until the transfer release date.
- If you decide to cancel your school transfer you must notify the International Division before your transfer release date—once the transfer release date has been reached, the University of Indianapolis will no longer have access to your SEVIS record.

Please complete the information below and return it to the International Division, 211 Schwitzer Center:

1. First Name: _____ 2. Last Name: _____

3. SEVIS ID: _____ 4. Admission number (I-94 number): _____

5. Transfer School Name: _____

6. Transfer School Address: _____

7. Transfer School Phone: _____ 8. Transfer School Fax: _____

9. Do you need a transfer release date before the end of the current term or session? _____ yes _____ no

10. If you answered "yes" to question #9, please indicate below:

a. Your requested transfer release date: _____

b. 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 U of I) to this form which supports your request.

Reason: _____

If you have any questions about the transfer out procedure, please make an appointment with the International Student Advisor.

FOR OFFICE USE ONLY

Instructions: After entering data in SEVIS, make photocopy of form for student, then place original form (with copy of supporting documentation) in student's immigration file.

SEVIS updated on _____ by _____ with a transfer release date of _____
(mm/dd/yyyy) DSO's initials (mm/dd/yyyy)