



Transfer Out Form

Please use this form to request to have your SEVIS record transferred out from TCU to another U.S. school. Note that this is a required form. The ISO will not transfer a student's SEVIS record without proof of admission.

Eligibility for a SEVIS Record Transfer:

- You must currently be maintaining F-1 status
- You must have an offer of admission from a SEVP certified school
- If you have already graduated or completed OPT, you must still be within your 60-day grace period
- The course of study at your new school must be within 5 months of the end of your current course of study or the SEVIS release date, whichever is earlier.

Note: If the period of time between F-1 activities is longer than 5 months, your SEVIS record is not eligible for transfer. Your new school must issue a new initial I-20 with a new SEVIS number. You will be required to travel and re-enter the U.S. with new I-20.

To request a transfer, students must submit the following documents to internationalservices@tcu.edu :

- Completed Transfer Out Application Form
- Admission letter from the new school (Note: it cannot be conditional)
- Other school's Transfer In form (if applicable)
- Most recent I-94



STUDENT INFORMATION

TCU ID #: _____

SEVIS ID #: _____

Student Name: _____

Major: _____

Current Program Level: ___ Undergraduate ___ Masters ___ Doctorate ___ Other

Immigration Status: ___ F-1 ___ J-1

AUTHORIZATION FOR SEVIS RELEASE

Transfer-in School Name: _____

Transfer-in School SEVIS Code: _____

Phone Number of International Services Office at Transfer-in School: _____

Email Address of International Services Office at Transfer-in School: _____

Date student will begin studying at new school: _____

Degree Program at New School: _____

Specify the date you wish for your SEVIS transfer to take place: _____

Are you currently on OPT? ___ Yes ___ No

If yes, you must provide the following:

Current Employer Name: _____

Employment End Date (must be before the SEVIS Release Date): _____

Note: If you are on STEM OPT, you must also include your completed I-983 with the final evaluation.

___ I understand if I am currently authorized for CPT, OPT, or OPT STEM, I must cease employment once my SEVIS release date arrives.

___ I confirm that all information provided is true and correct. I understand that this information is directly inserted into the Student Exchange Visitor Information System (SEVIS), and confirm my entries above are accurate.

Student Signature: _____

Date: _____