



TRANSFER OUT FORM
For F-1 Students Changing to New School's I-20

If you plan to move your F-1 non-immigrant status from Towson University to another U.S. school, you must use this form to notify Towson University's International Student and Scholar Office (ISSO) of your intent to "transfer." Upon receipt of this completed form, an ISSO advisor will update your record in the U.S. government's Student and Exchange Visitor Information System (SEVIS) as a "transfer out." Please be aware of the following regulations regarding transferring your status, and how your record will be processed in SEVIS.

- Although you may be applying for admission to more than one school, an ISSO advisor may indicate only one transfer school in SEVIS. Therefore, make certain that you have decided which school you will actually attend prior to submitting this form.
- You will not be eligible to continue your on-campus employment once you have been released by Towson University, so select your release date carefully.
- You must be sure that you have fulfilled all of your financial obligations to Towson University as some universities and colleges will not allow you to attend there if you already have a bad payment record.
- You must also have been maintaining your legal F-1 status during your time at Towson in order for us to release your record for transfer.
- Your "release date" will be the end of Towson's semester, unless you submit a valid reason for a different release date or unless you request the transfer after the end of the semester. (A valid reason for an alternate date would be the completion date of your graduate thesis, for example.)
- As with all written requests, it will take 3-5 business days for the ISSO to process transfer requests.
- Upon completion of your degree or program, you must request your I-20 transfer within 60 days. (After 60 days, your SEVIS record will be automatically completed and closed by the system, as you will no longer be allowed to remain in the U.S. after 60 days. It will not be possible to transfer once your SEVIS record has been closed.)
- Your transfer school will not be able to issue you a new SEVIS Form I-20 until the SEVIS release for transfer date.
- If you decide to cancel your school transfer, you must notify an ISSO advisor before your transfer release date. Once the transfer release date has been reached, Towson University will no longer have access to your SEVIS record.

If you have any questions about the transfer out procedure, please make an appointment with an ISSO advisor. When you are **certain** that you wish to transfer, please complete the following information and return this form to the ISSO receptionist:

Family name: _____ Given name: _____

SEVIS ID Number: _____ Telephone number: _____

What is your reason for requesting the transfer? _____

The school to which you will transfer: _____

If the school has more than one campus, which campus will you attend? _____

Address of that school: _____

Telephone number of the school's international student office: _____

Do you need a transfer release date other than the end of the current semester? Yes No

If so, what release date would you prefer? _____

I have read the above information regarding the transfer process, and I have completed this form to the best of my ability.

Signature: _____

For office use only: Transfer completed in SEVIS on _____ (date) with a release date of _____ (date) by _____
(advisor's initials)