

F-1 Student Transfer-Out Request (for Immigration Purposes)

INSTRUCTIONS: If you plan to transfer from Regent University to another U.S. school, you **MUST** use this form to notify RU (your “current school”) of your intent to transfer and indicate the school to which you intend to transfer (your “transfer school”). Upon receipt of this completed form, the OISS will submit a “transfer-out” request to USCIS through your SEVIS record. We will include the name of your transfer school and the transfer release date. Although you may have been admitted to several new schools, the OISS may indicate only one transfer school in your SEVIS record, so your decision **MUST** be finalized before you submit this form to RU. When the transfer-out process is complete, your RU I-20 will no longer be valid by itself and should **NOT** be presented for travel without the new school’s Transfer-Pending I-20. Be sure to contact your transfer school as soon as possible about the procedures for requesting a Transfer I-20 from that school.

Name _____ Today’s Date _____
(last/family name) (first name)

Student ID# _____ Date of Birth _____

Current U.S. Address (include city, state & Postal Code) _____

Telephone _____ Email _____

SEVIS ID # N 0 0 0 _____ (upper right corner of your I-20)

- ▶ Check here after you have attached a “Certification of Enrollment” from the Registrar’s Office _____
- ▶ Check here after you have completed the Verification of Lawful F-1 Status Form (attached) _____

Check with the International/Immigration Office of the your transfer school before writing the SEVIS name & code below:

Transfer School NAME as Listed in SEVIS _____
 Transfer School CODE as Listed in SEVIS _____

Transfer School Address (include city, state & ZIP) _____

Transfer School Phone _____ Transfer School Fax _____

TRANSFER RELEASE DATE: Your transfer release date will be the end of the current semester at RU, unless you can document your need for an earlier release date (such as a suspension/termination). Your transfer school will not be able to issue you a new I-20 until the transfer release date. If you decide to cancel your transfer-out request, you must notify the OISS **BEFORE** your transfer release date. Once the transfer release date has been reached, Regent University will no longer have access to your SEVIS record.

Do you need a transfer release date BEFORE the end of this semester? ___ No ___ Yes

▶ If you answered “Yes”, please provide an explanation below, and attach some documentation supporting your explanation. (Such documentation can be a suspension/termination letter from your academic department).

For OISS Use Only:

In lawful status? ___ Yes ___ No TR out request made in SEVIS on: _____ Done by: _____ (LJJ, 1/28/09)



Office of International Student Services

Verification of Lawful F-1 Status

Student's Name: _____
(LAST) (FIRST) (MIDDLE)

Student ID #: _____

► I understand that employment is defined as the part-time or full-time rendering of services for compensation—financial or other, and I have not been employed off campus without PRIOR WRITTEN authorization from the International Student Advisor on my I-20, or an Employment Authorization Document (EAD) from USCIS (formerly known as INS):

True ___ False ___

► I have not been employed on campus more than 20 hours per week while school was in session (during the fall and spring semesters):

True ___ False ___

► I have been enrolled full-time each semester at RU or have received PRIOR approval to drop below full-time status from the International Student Services Office.

True ___ False ___

If you answered "false" to any questions above, please explain here:

Student's Signature: _____ Today's Date: _____

(LJJ, 1/28/09)