

## F-1 Student Transfer-Out Request

(for SEVIS/Immigration Purposes)

INSTRUCTIONS: If you plan to transfer your F-1 immigration status/record from Regent University to another U.S. institution, you MUST use this form to notify Regent (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 transfer your F-1 SEVIS record to your new school and any OPT authorization you have received will no longer be valid. We must include the SEVIS Name and Code of your transfer school and the "Transfer Release Date". Although you may have been admitted to several new schools, the OISS can indicate only one transfer school in your SEVIS record, so you must be officially admitted, and your decision MUST be finalized before you submit this Transfer-Out Request Form to Regent. When the transfer-out process is complete, your Regent 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. Contact your transfer school immediately about the procedures for requesting a "Transfer-Pending" I-20 from that school as well as the "Continued Attendance" I-20. You will also need to convey any plans for travel outside the U.S. so the new school can provide you with some travel/re-entry guidance. For graduates and post-completion OPT participants, the Transfer-Out Request Form MUST be submitted to Regent within 45 days of your graduation/OPT completion date. (REMINDER: OPT authorization is automatically terminated on the date your F-1 SEVIS record is transferred to the new school, so you must stop working/cease employment by that date!)

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 #: <u>N 0 0 0</u>	_ (Found in the upper right corner of your I-20.)			
► (Current Students Only) Check here after you have Registrar's Office at Regent	e attached a "Certification of Enrollment" from the			
► Check here after you have attached a copy of the A	dmission Letter from the new school			
► Check here after you have completed the Verification of Lawful F-1 Status Form (Pg. 2)				
T C C 1 1 CODE 1: 1: CELHC				
Transfer School Phone:	Transfer School Fax:			
semester at Regent, unless you can document your need for a will not be able to issue you a new I-20 until the Transfer Remust notify the OISS at Regent <u>BEFORE</u> your Transfer Rele University will no longer have access to your SEVIS record.  Do you need a transfer release date BEFORE the	udents, the "Transfer Release Date" will be the end of the current in earlier Release Date (such as a suspension). Your transfer school clease Date. If you decide to cancel your Transfer-Out request, you asse Date. Once the Transfer Release Date has been reached, Regent the end of this semester?NoYes, Date:			
If you answered "Yes", please provide an explanation below, and documentation can be a suspension/termination letter from your a				
For Ol In lawful status? Yes No TR out request made in SEVIS	ISS Use Only: on: Done by: (LJJ, 4/30/12)			



## **Verification of Lawful F-1 Immigration Status**

Student's Name:(LA		(FIRST)	(MIDDLE)
Student ID #:			
For Students Curren	itly Enrolled at	Regent:	
compensation—financial	or other, and I from the Interna	have not been emp tional Student Advis	r full-time rendering of services followed off campus without PRIC or on my I-20, or an Employme INS):
►I have not been emplo (during the fall and spring	•	False	er week while school was in sessi
► I have been enrolled fu full-time status from the I			eived PRIOR approval to drop belo
If you answered "false" to	any questions abo	ove, please explain he	re:
~~~~~~~	.~~~~~	~~~~~~	~~~~~~~
For Graduates on Po	ost Completion	OPT:	
► I have not accrued more	e than 90 days of u	nemployment during False	my authorized period of OPT.
► I have reported any add	lress changes to the <b>True</b>	e OISS with 10 days o	_
Student's Signature:		Today	v's Date:
			(LJJ, 11/25/09)