Transfer Out Request Form
(F-1/J-1 Students)
Processing time: Ten (10) working days

F-1/J-1 students must complete and submit this form to SISS if planning to start a new program of study at another school in the U.S. In order to maintain valid immigration status, F-1/J-1 students must follow this immigration transfer process through the SEVIS System:

1. Obtain admission to enroll at the new school.
2. Complete this form and attach a copy of your admission letter or proof of admission and submit to SISS. (Note: Some admitting schools may also have their own “Transfer In” or “Transfer Verification” form for the transfer-out school to complete.)
3. SISS will release your record through SEVIS to the new school on the last day of the current quarter. This date may be different if approved by a SISS International Student Advisor.
4. Upon the SEVIS release date, the new school will have access to your record and be able to issue an I-20/DS-2019 for transfer. The UC Davis I-20/DS-2019 will no longer be valid.
5. Complete your transfer process at the new school. Your transfer must be completed no later than 15 days from the start date on the new school I-20/DS-2019. Contact the new school’s International Students Office regarding your transfer completion process at that school.

Transfer Request Eligibility
☐ In order to transfer to another institution, you must maintain valid F-1 or J-1 status.
☐ You must apply to transfer to the new institution:
   • F-1 – within 60 days after the last day attended at UC Davis
   • F-1 Post-Completion OPT – within 60 days after the end date on your EAD card
   • J-1 – prior to the end date in Section 3 on your DS-2019

SEVIS Transfer Release Date
☐ The new institution will not be able to issue a new SEVIS I-20/DS-2019 until the transfer release date.
☐ If you decide to cancel your transfer process, you must notify your International Student Advisor at SISS before your transfer release date. Once the transfer release date has passed, UC Davis cannot access your SEVIS record, and you need to report to the new institution.
☐ You are no longer eligible to work on-campus at UC Davis, and your CPT, OPT or AT is cancelled on the release date.
☐ Your new program must start within 5 months following the transfer release date or within 5 months of the program completion date, whichever date is earlier.

“This is to certify I authorize the University of California, Davis to transfer my SEVIS record to the institution listed here. I fully understand that any employment authorization ends once my record is transferred.”

Student’s Signature ___________________________ Date ___________________________

PERSONAL INFORMATION

Last, First Name: ___________________________________________________________________

Student ID: ___________________________ SEVIS ID: ___________________________

Email: ___________________________ Phone: ___________________________

Your SEVIS record will be released the last day of the quarter (including summer sessions) unless a different date is requested here: ___________________________

NEW SCHOOL INFORMATION (Attach proof of admission at the new school.)

Name of school for SEVIS record to be released to
(Check complete school name, including campus if applicable): ___________________________

New SEVIS school code (F-1)/program code (J-1): ___________________________

New program begin date (start of classes) MM/DD/YYYY: ___________________________

New school International Office phone or email: ___________________________