



## TRANSFER OUT INSTRUCTIONS

### HOW TO TRANSFER YOUR F-1 SEVIS RECORD TO ANOTHER U.S. INSTITUTION

Please follow instructions carefully and completely to avoid delays in processing your transfer.

If you are not graduating, you should apply for a transfer of your F-1 SEVIS record at the end of the semester you wish to transfer. If you are graduating or have completed post-completion OPT, you must apply to transfer your immigration status no later than 60-days following your program completion date or OPT expiration date listed on your OPT EAD card. Students on full-time post-completion OPT may apply to transfer their immigration status any time before their OPT expires; however, **you will forfeit the remainder of your OPT authorization.**

1. You must first be officially admitted to the other institution's program and be **absolutely** sure that you want to transfer from UL Lafayette. **You are required to submit a copy of your official admission letter with this USCIS/SEVIS Transfer-Out Release Form.** Please also pay special attention to the section on this form that explains about dropping classes for which you have pre-registered at UL Lafayette the next semester.

2. Check with the other institution to see if there is a "transfer-in" or "transfer clearance" form that you and/or an UL Lafayette DSO must complete. If so, you must submit it with this **USCIS/SEVIS Transfer-Out Release Form.** We will not be able to process the transfer until we have **both** forms. Please check with your new school if their transfer form needs to be submitted by a certain deadline (such as 2 weeks before the SEVIS ReleaseDate, etc.).

3. The program begin date at the school to which you are transferring (*transfer-in school*) must be within 5 months (150 days) following your SEVIS release date or within 5 months of your program completion date at UL Lafayette (or OPT expiration date) – whichever is *earlier*. The DGE advises that you enroll for the next available semester at your new school.

4. When selecting your SEVIS release date, please keep in mind, as of that date:

- You will no longer be eligible for on-campus work permission at UL Lafayette (if you were previously eligible)
- You will no longer be eligible to work on OPT /CPT (if your EAD card is not already expired at time of transfer)

#### SEVIS Release Date Information:

- The SEVIS release date will be the first day your new school can issue your new Form I-20.
- As of the SEVIS release date on the form, your SEVIS record will belong to your new school and the transfer cannot be cancelled by UL Lafayette. Therefore, it is imperative that you have been admitted and are 100% sure that you wish to transfer to that institution.
- Ensure that you have withdrawn from UL Lafayette, paid all debts and dropped all of your classes prior to having your I-20 released.
- If you are currently enrolled, you should select a SEVIS release date that is after final exams.
- Do not request your record to be transferred out the same day as you submit your request. It takes 3-5 days to process a transfer out request.

5. After you are sure of your decision to transfer from UL Lafayette, complete the **USCIS/SEVIS Transfer-Out Release Form.** Submit it along with your official admission letter and the "transfer-in" or "transfer clearance" form from your new school (if applicable) to the front desk of the DGE or email the form to [oia@louisiana.edu](mailto:oia@louisiana.edu).

6. Graduate students with an Assistantship or Fellowship must notify their supervisor and/or advisor of their GA/Fellowship resignation and withdrawal from the University. Students should give appropriate notice of their resignation. A **Graduate Assistant/Fellow Separation Clearance Form** must be submitted to the Graduate School prior to leaving.

#### I have read and understand the information above.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Allow approximately 5 business days from the date you submit a completed request to the DGE for processing. You will be contacted via email when processing is complete.



**Division of Global Engagement**  
**USCIS/SEVIS Transfer-Out Release Form**

Please read the *Transfer Out Instructions*, sign them and then complete this form and return it with a copy of your admission letter and resignation form to: **The Division of Global Engagement – Student Union, Room 136.**

Email: [oa@louisiana.edu](mailto:oa@louisiana.edu)

Phone: (337) 482-6819

**To be completed by student:** Please read this form carefully and complete all sections. **Upon the release date of the SEVIS record the transfer (new) school may issue a transfer Form I-20. The student is required to contact the Admissions Office at the transfer school within 15 days of the program start date listed on your Form I-20 or letter of admission. Remember that the SEVIS record is released to only one other institution.**

**Student Information:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle: \_\_\_\_\_

UL Lafayette ULID: \_\_\_\_\_ SEVIS Number: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

U.S. Mailing address: \_\_\_\_\_

**NOTE:** If you have pre-enrolled for classes at UL Lafayette, you must cancel your enrollment if you transfer to another school. Completion of this form will not withdraw you from current or future semesters at UL Lafayette. Failure to do so will result in grades of 'F' for the classes you enrolled in and you will be required to pay all charges for these classes. **You must contact the Registrar's Office to begin the withdrawal process prior to submitting this form.**

**School Information:**

Name of Transfer School: \_\_\_\_\_

Campus: \_\_\_\_\_ DSO/INTL Student Advisor Name: \_\_\_\_\_

Address: \_\_\_\_\_

SEVIS School Code: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Does this institution have a Transfer-in/Transfer Clearance Form?  No  Yes (Please submit with form.)

**Preferred SEVIS Record Release Date:** \_\_\_\_\_ **Program Begin Date at Transfer School:** \_\_\_\_\_

Name of DSO at Transfer School: \_\_\_\_\_

Email of DSO at Transfer School: \_\_\_\_\_

Time of Transfer:  prior to completing my degree at UL  after competing my degree at UL

Reason for Transfer:  Admission to new program  Admission to same program new school  Academic performance  
 Personal  Financial  Other (please list) \_\_\_\_\_

Are you traveling outside the U.S. before your program start date:  No  Yes If so, list departure date: \_\_\_\_\_

*I am confident of my decision to transfer from UL Lafayette. I understand that if I decide NOT to transfer from UL Lafayette and the release date has passed, I will no longer be in lawful student immigration status; lose all benefits, including employment and will need to apply for reinstatement to regain lawful student immigration status. Please release my SEVIS record to the above-named institution. I have read, understand and agree with the terms mentioned above:*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_