

Western Oregon University SEVIS Transfer Out Form

International students who plan to transfer to a different university in the US must complete and submit the following documents to International Students & Scholars Affairs office in order to have their SEVIS record transferred:

1. this Transfer Out form,
 2. a copy of the acceptance letter from the new school,
 3. a transfer form provided by the new school for ISSA to complete (if required)
- *Students funded by a Cultural Mission must submit a copy of the financial guarantee issued to the new school as proof of permission to transfer.*

Consider the following when choosing to transfer to a new school:

- If you apply to more than one school, note that WOU can only transfer your SEVIS record **one time** to one school.
- If you decide to cancel your school transfer, you must notify the ISSA office **before** the transfer date. ISSA cannot access your SEVIS record after the transfer date.
- If you work on-campus at WOU, the transfer date is the **last day** you are eligible to work.
- If you have OPT, CPT or off-campus employment authorization at WOU, these authorizations are cancelled on the transfer date.
- If you plan to travel outside the US after your SEVIS record has been transferred, you must reenter the US using the I-20 issued by the new school. Please communicate with your new school about getting a new I-20 and about travel and reentry.

Please be aware that the SEVIS transfer release date is usually set to the last day of the current session.

Name: _____ Student ID: _____
(Last) (First) (Middle)

Current Address: _____
(Street/PO Box) (City) (State) (ZIP Code)

Phone Number: _____ E-mail: _____

Transfer school _____
(Name of College or University) (City) (State)

Transfer term: _____ Classes begin on: _____
(Quarter: Fall/Winter/Spring/Summer Semester: Fall/Spring/Summer) (Month/Day)

Date to transfer SEVIS record (mm/dd/yyyy): _____

The transfer date is usually the last day of the current term unless circumstances require a different date. Contact an international student advisor if you need assistance choosing a transfer date.

Student's Signature: _____ Date: _____

WOU Exit Procedures for Transfer Out Students

Students who are **transferring out** of WOU must do the following before departing:

ALL DEPARTING STUDENTS MUST:

- Withdrawal from any classes you have already registered for.
- Verify in Wolf Web or at the Cashier's office that your account has a \$0 balance on the day of exit. Pay any money owed, or make sure you receive a refund, if any.
- If working on campus, notify your employer and give the Payroll office at least 5 business days notice to print your final check. Do not work during these 5 days.
- If living in the residence halls, students must inform the University Housing office of departure and properly check out of the room or you may accrue improper check-out fees.
- If on the ICSP scholarship, contact Ambre Plahn in writing at plahna@wou.edu.

STUDENTS TRANSFERRING OUT MUST:

- Complete this Transfer-out form.
- Hand in, fax, or email a copy of the official admission letter from the new school.
- Confirm that you will start attendance at the new school at the next available term, or within 5 months of taking full time classes (whichever is sooner).
- Usually the new school will require the student and the current international student advisor complete a "Transfer-In form". The WOU International Student Advisor will fill it out and fax it to the new school.
- Students on a Government Scholarship will need to provide a copy of the new financial guarantee for the new school, or a bank statement before the SEVIS record can be transferred.
- Any J-1 visa who wishes to transfer to a new school needs to contact Sarah Nagel at nagels@wou.edu.
- After the transfer release date, you will need to contact your new school to issue a new I-20 or DS-2019.

All required documents for a transfer must be turned in to an International Student Advisor **BEFORE** the start of the term you will transfer. Students are advised against transferring after the first day of the classes. To maintain immigration status, students need to be enrolled in classes full-time until the transfer-out date.

Important information about transferring out of Western Oregon University:

- Although you may be applying to multiple new schools, Western Oregon University may only transfer your SEVIS record **once**.
- If you decide to cancel your school transfer, you must notify ISSA office **before** the transfer release date because WOU will no longer have access to your SEVIS record after that date.
- After your SEVIS record is transferred, you no longer eligible for on-campus employment, OPT, CPT, and any off-campus employment authorized on your WOU I-20 form. It is automatically cancelled.
- If you plan to travel outside the U.S. after your SEVIS record has been released to a new school, you must reenter the U.S. with the I-20 issued by the new school. Please communicate with your new school about getting a new I-20, and about travel and reentry.

OIED Office Use Only	<input type="checkbox"/> Date Stamped	<input type="checkbox"/> Admission Letter Received	<input type="checkbox"/> Transfer In Form Done	<input type="checkbox"/> SEVIS Transfer Complete	<input type="checkbox"/> Portal	<input type="checkbox"/> New Database	<input type="checkbox"/> Email Sent
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