

F-1 STUDENT TRANSFER-OUT REQUEST FORM

All students currently in F-1 status at any type of institution (high school, college, university, intensive English program) in the U.S. who plan to change schools must complete a transfer through SEVIS. It is the student's responsibility to maintain his or her F-1 status and to follow the instructions below.

PROCEDURE

1. Apply to the new school and receive an unconditional admission letter.
2. Notify new school of wanting to transfer and get their Transfer-in Form for us to fill out (if they have one).
3. Bring (or email) the admission letter and the completed form below to GGC ELI with a valid release date for your transfer.

Please initial the statements below regarding F-1 regulations and transferring out:

I must attach the admission letter from my new school to this form.

I must inform the new school of my transfer before requesting a transfer out. **NOTE:** Only one school can receive your SEVIS record.

I have to be in legal F-1 status prior to transferring to another school.

I have to transfer my SEVIS record before the end of my 60-day grace period after I complete my current program of study.

I must start classes at the next available semester (i.e., fall-spring) and within 5 months from the last day of classes at the ELI.

Any on-campus work authorization that I have will end on my release date.

If I travel outside the U.S., I must re-enter with my new school's I-20.

I can request that GGC ELI cancel my transfer request before the release date that I requested below. After this date, my SEVIS record can be accessed only by the new school.

I must report to the new school within 15 days of the program start date on the new school's I-20.

My transfer-out process will be completed once the new school updates SEVIS to reflect my enrollment in classes, not when I receive my initial I-20 from that school.

I hereby notify the Office of Internationalization at Georgia Gwinnett College that I intend to transfer to the following school:

Name of school (be specific) _____ SEVIS school code _____
Street address of school _____ City _____ State _____ Zip _____

I would like the date of _____ to be the RELEASE DATE of my SEVIS record. This date should be the official closing date for the current session unless otherwise specified.

SEVIS ID Number (top right of your I-20): N _____ GGC ID # _____

Student's Full Name _____ Signature _____ Date _____

GGC ELI Use Only

Updated in TD & SEVIS by (DSO): _____ Date: _____ Release Date: _____