Please do not submit this form until you have been fully admitted to your new school, have chosen a specific transfer release date, and attached a copy of your acceptance letter to this form.

**SEVIS Transfer Release date:**
Once your SEVIS record has been released to another school, you will no longer be eligible to work on-campus at OSU or on OPT authorized with your OSU I-20. Contact an international student advisor at the new school for information about on-campus work eligibility there. Students who transfer should be starting at the next available term but no longer than a 5 month break in studies is allowed.

Withdrawing from INTO OSU or OSU to transfer to another school during an academic term will result in you receiving a mark of “W” on your academic transcripts for any classes you did not complete. In the future, you may be asked to explain to an immigration official the details of why you received a “W” on your academic transcripts, and it could complicate or compromise any future immigration applications such as applying for a visa or a change of status to another visa type.

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**Last name** ___________________________  **First name** ___________________________

**OSU ID** ___________________________  **Phone** ___________________________

**Personal E-mail** ___________________________

**Final term enrolled at OSU/INTO OSU (circle one):**

<table>
<thead>
<tr>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
<th>Summer</th>
<th>Year:</th>
</tr>
</thead>
</table>

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**New School Information**

**School Name** ___________________________

**City/State** ___________________________

**Term you will begin at new school (circle one)**

<table>
<thead>
<tr>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
<th>Summer</th>
<th>Year:</th>
</tr>
</thead>
</table>

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**Date classes start at new school (month/day/year)** ___________________________

**Do you need to withdraw from classes (circle)**  
Yes  
No

**Did you attach a copy of your acceptance letter (required)**?  
Yes  
No

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*You cannot proceed with this form without your acceptance letter*

Please indicate when you would like your SEVIS record transferred to your new school (check one)

- [ ] Last day of academic term
- [ ] Middle of term (requires withdrawal from all classes)  
  **Date:** ___________________________
- [ ] Final date of assistantship or OPT employment (month/day/year) ___________________________
- [ ] Other (month/day/year) ___________________________
  - [ ] If other please explain:  
    ___________________________

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Revised 5/3/2018
• **Sponsored students only**: I understand that I must notify my sponsor of my departure from INTO-OSU/OSU and obtain approval to attend my new school. I acknowledge that any financial or other sponsorship consequences are my responsibility. Under the terms of our agreement with sponsors, OSU is required to provide departure information to sponsors each term.

• **All students**: I understand that this form must be complete and an acceptance letter attached to be eligible for a SEVIS transfer to occur. A complete withdrawal from the term will result in all W’s on my transcript and an immediate transfer of my SEVIS record.

Student’s Signature ___________________________ Date __________________

**IMPORTANT**: a printed acceptance letter is required to get the signatures below.

Please note that signatures below must be collected in order.

**International Student Advisor**: ___________________________ Date __________________
- Withdrawal survey needed: Yes No
- Record has been transferred in SEVIS: Yes No

**INTO OSU Students ONLY:**

**INTO OSU Finance**: ___________________________ Date: __________________
- Checked TSAAREV
- Created cancellation task (if applicable)

**INTO OSU Housing**: (Only required if you live on campus): ___________________________ Date: __________________

**INTO OSU Academic Support/Pathway Advisor**: ___________________________ Date: __________________
- Checked banner holds
- Reviewed Learning Center holds
- Checked future term(s) registration (requested drop, if applicable)
- Completed withdrawal survey (if applicable)

Please submit completed form and acceptance letter to the Office of International Services (OIS) at University Plaza Suite 130 or the ILLC Welcome Desk.