

F-1 TRANSFER OUT INFORMATION

If you plan to transfer from Oregon State University (OSU) to another school in the U.S., you must notify the Office of International Services (OIS) at OSU so that a “Transfer Out” may be processed in the Student Exchange Visitor Information System (SEVIS). OIS will only transfer your SEVIS record to the new school; you must work with admissions personnel at the new school to transfer academic credits and gain admission to a program there.

SEVIS Transfer Process

Requesting a Transfer of Your SEVIS Record

To request a transfer of your SEVIS record, complete the attached “F-1 Transfer Out Form” and return it to our office with a copy of the acceptance letter from the school you plan to attend. An international student advisor will initiate a transfer of your SEVIS record using the transfer release date you indicate on the form. Although you may be applying to several schools, your SEVIS record can only be transferred to one school. If you decide to cancel the transfer, you must notify OIS before your transfer release date. Once your SEVIS record has been released to another school, OSU will no longer have access to it.

Transfer Release Date

The date your SEVIS record is released to the new school is referred to as the “transfer release date”. OIS will generally not enter a transfer release date that is prior to the end of the current academic term, unless you are on an approved vacation term. You can indicate the date you want your SEVIS record transferred on the other side of this form.

Never withdraw from your classes during an academic term to transfer unless you are first approved by an International Student Advisor to do so. Withdrawing from classes before being approved for a transfer will result in a violation of your F-1 status.

If you plan to transfer to another school after you complete your program at OSU and you will not be working on Optional Practical Training (OPT), you must request a transfer of your SEVIS record before the end of your 60 day grace period. If you will be working on OPT, you must request a transfer before the end of your 60 day grace period following the expiration of your Employment Authorization Document (EAD).

Transfer Clearance Forms

Your new school may ask you to have an international student advisor in our office complete a “transfer clearance form” for them as part of the transfer process. A transfer clearance form generally asks about your immigration status and when your SEVIS record will be released to the new school. Federal law prevents us from releasing information about your academic record to the new school without your permission. Submitting a transfer clearance form alone does not constitute a request to transfer your SEVIS record to another school. You must still complete the “F-1 Transfer Out Form” to request a transfer of your SEVIS record.

Employment

On-Campus Employment

Students holding an F-1 visa are only authorized to work on-campus at the school that holds their SEVIS record. Once your SEVIS record has been transferred to another school, you will no longer be eligible to work on-campus at OSU.

Optional Practical Training (OPT)

Your OPT authorization will end once your SEVIS record has been transferred to another school, even if the OPT end date on the Employment Authorization Document (EAD) extends beyond the transfer release date. If you request a transfer of your SEVIS record while on OPT, you should carefully consider your transfer release date so that your employment authorization does not end too soon.

F-1 TRANSFER OUT FORM

Please review the "F-1 Transfer Out Information" sheet before completing this form. When you have completed this form, please return it to the Office of International Services (OIS). Please do not submit this form until you have been fully admitted to your new school and have chosen a specific transfer release date. If you are a sponsored student, your financial sponsor will first need to approve your transfer request before you submit this form to OIS.

To be completed by the student

OSU Information:

Last name (family) _____ First name (given) _____

OSU Student ID ____ - ____ - ____ Phone _____ E-Mail _____

Forwarding mail address _____

Final term of enrollment at OSU [] Fall [] Winter [] Spring [] Summer 20 _____

New School Information:

School Name _____

School City/State _____

Term you will begin at the new school [] Fall [] Winter [] Spring [] Summer 20 _____

Date classes will begin at the new school ____/____/____ (month/day/year)

Have you been fully admitted and attached a copy of the acceptance letter for the new school to this form? [] Yes [] No

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.

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.

I authorize OIS to set the following transfer release date in SEVIS:

[] Final date of current academic term

[] Final date of assistantship or OPT employment contract: ____/____/____ (month/day/year)

[] Other: ____/____/____ (month/day/year)

If "other", please explain why you have requested this date: _____

Student's signature _____

Date ____/____/____

Sponsored Students Only: Continue to Page 3



FOR SPONSORED STUDENTS ONLY

Please note that you need your sponsor’s approval prior to transferring to your new school, and that it will be your responsibility to obtain a financial guarantee for your new school. Under the terms of agreement with your sponsor, OSU is obligated to notify your sponsor regarding your intentions to discontinue your studies at our University. This may have adverse consequences on your funding including the discontinuation of your stipend by your sponsor or a need to reimburse your sponsor for tuition and fees paid by them. If you are withdrawing from any courses after the 100% refund deadline in Week 1, your sponsor may not cover the costs for tuition and fees for the quarter in which you are terminating your enrollment. Should this occur, is your responsibility to pay the outstanding charges on our student account including tuition and fees normally covered by your sponsor. Failure to pay outstanding charges on your account may result in adverse consequences such as being unable to obtain an official transcript from the University, being unable to return to the university in the future, or being sent to Collections.

Because every sponsor has a different policy regarding transfers, it is your responsibility to consult your sponsor before transferring to another university.

I have read the above and understand that it is my responsibility to obtain my sponsor’s approval for the transfer and a financial guarantee for my new school. I also understand that it is my responsibility to pay for the outstanding charges in my student account prior to my departure from OSU.

Student’s signature _____ Date ____/____/____

Office of International Services use only

Transfer Release Date: _____ OIS initials _____ Date entered in SEVIS: _____