



## TRANSFER OUT FORM

**Transfer out procedures:** If you plan to transfer from Wright State University (WSU) to another U.S. school, you must use this form to notify WSU (your "current school") of your intent to transfer and to indicate the school to which you intend to transfer (your "transfer school"). Upon receipt of your completed form, a WSU – UCIE Office Designated School Official (DSO) will update your record in the Student and Exchange Visitor Information System (SEVIS) as a "transfer out" and indicate the name of your transfer school and a transfer release date. All transfer questions on this form must be answered completely. Failure to provide any information requested will result in a delay of the transfer process.

**Note:** Your transfer release date will be the end of the current term or session, unless you can document your need for an earlier release date. Please note that your transfer school will not be able to issue you a new SEVIS Form I-20 until the transfer release date. Finally, if you decide to cancel your school transfer you **must notify a UCIE DSO before your transfer release date**---once the transfer release date has been reached, WSU will no longer have access to your SEVIS record.

**ALL BURSAR BILLS MUST BE PAID, HOLDS REMOVED, AND CLASSES DROPPED BEFORE TRANSFER WILL BE PROCESSED.**

**ATTN SPONSORED STUDENTS: YOU WILL BE RESPONSIBLE FOR PAYING ANY OUTSTANDING BURSAR BILLS AND THEN COLLECTING THOSE FUNDS FROM YOUR FINANCIAL SPONSOR IF THEY CAN'T PAY BEFORE TRANSFER IS NEEDED!**

If you have any questions about the Transfer Out Procedure, please make an appointment to discuss your concerns with a UCIE International Student Advisor.

**Please complete the information below, attach a copy of your Admission Letter to your new school, and return it to the UCIE Office:**

1. Family Name: \_\_\_\_\_ 2. First Name: \_\_\_\_\_

3. SEVIS ID: \_\_\_\_\_

4. Transfer School Name: \_\_\_\_\_

5. Transfer School Address: \_\_\_\_\_  
(address must be complete) \_\_\_\_\_

6. Transfer School Phone: \_\_\_\_\_ 7. Transfer School Fax: \_\_\_\_\_

8. Your requested **transfer release date**: \_\_\_\_\_

9. REASON FOR TRANSFER: \_\_\_\_\_

10. Do you need a **transfer release date** before the end of the current term or session? \_\_\_\_ yes \_\_\_\_ no

11. If you answered "yes" to question #10, please indicate your reason for requesting an early **transfer release date**.

**Note:** you must attach documentation (such as an acceptance letter showing that you must report to your new school before the end of your current academic quarter at WSU) to this form which supports your request.

Reason: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date