## TRANSFER-OUT REQUEST FORM

<table>
<thead>
<tr>
<th>Family Name:</th>
<th>First Name:</th>
<th>TU ID#:</th>
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</table>

**Date You Wish ISSS to Transfer Your SEVIS record** *(NOTE: This should be on or after your last day of studies at Temple University or IELP. If you are currently on OPT, this should be the last day of your employment):*  

<table>
<thead>
<tr>
<th>Temple E-mail Address:</th>
<th>U. S. Telephone Number:</th>
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<table>
<thead>
<tr>
<th>Non Temple E-mail Address:</th>
<th></th>
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<table>
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<tr>
<th>Transfer School Name:</th>
<th>Transfer School Address:</th>
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**Have you attached a copy of your acceptance letter?**  
☐ Yes  ☐ No  

**We CANNOT transfer your SEVIS record without an admission letter to the new school.**  

<table>
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<tr>
<th>School Code # of New School (ex:PHI214F00504000):</th>
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If your new school has more than one school code (multiple locations), you must provide the school code of the location you are transferring to.

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### If you wish to transfer from Temple University to another university in the United States, you must submit:

1. This form, and  
2. A copy of your admission letter to the new school. It must be clearly indicated on the admission letter when the next session or semester at the new school begins.  
3. You must begin your studies at the new school at the next available semester after completing an IELP session or university semester or within five months completing a session/semester whichever is sooner.  

This form and the acceptance letter is to be submitted at the front desk in the International Student and Scholar Services. It may also be emailed to isss@temple.edu.

**In order to transfer your SEVIS record from one school to another, you must be maintaining Nonimmigrant Student (F-1) status by pursuing a full course of study.**

If you submit the request after “the last day to drop/add” is over, and you are not registered for classes, you are not pursuing a full course of study and are not eligible to transfer your SEVIS record. Any individual who is not maintaining their status is not eligible to have their SEVIS record transferred in an “active” status.

If you recently entered the U.S. to begin studies and you have an “Initial attendance” I-20, you have to:

1. Report to this school before the program start date listed on your form i-20. Reporting does not have to be in person, it may be via e-mail and/or fax.  
2. Provide written verification of your acceptance at another school.  
4. **Be able to enroll in the new school within 30 days of your initial admission into the United States.**
If you do not have a program start date at the transfer-in school that is within 30 days of your initial admission into the United States, you may do one of the following:

- Enroll for a full course of study at this school. Once your record is Active, you may request a transfer following the procedures above.
- Withdraw your acceptance to this school, leave the United States, and obtain a new Form I-20 from the school you wish to attend. After exiting the U.S., you will have to pay the SEVIS I-901 Fee again. You must exit the United States within 15 days. Since you entered the United States, and reported to this school, you must make the record Active and then terminate it for Authorized Early Withdrawal. Use this option only if you plan to leave the United States.

Upon receipt of the materials listed above, this office will:

1. Verify that the start date at your new school is within 30 days of your entry to the U.S. if you are a new student.
2. Review your academic history and verify that you are currently maintaining your non-immigrant status. If you have been academically dismissed or are otherwise failing to maintain your status, we will not release your record in an active status. The record will be terminated and you will have to ask your new school to assist you with a reinstatement.

If you are maintaining lawful student status, we will send your SEVIS record to the new school. The school to which you are transferring will be given access to your SEVIS record once the release date is reached. You must contact the international office at the new school within 15 days of the first day of their semester in order to complete the immigration transfer.

You should know that this office can update your SEVIS record to “transfer out” to only one university in the United States. If you decide that you do not wish to transfer to the university you indicate on this form, you must inform ISSS of that fact before the requested transfer date; after that date, we will no longer have access to your SEVIS record.

Do not submit this form to our office until you are certain that you will transfer out of Temple University. By submitting this form, you are indicating that you will not be attending Temple University in the upcoming Fall or Spring semester.

You will be ineligible to continue on-campus employment after your SEVIS release date. Please note that individuals in Nonimmigrant Student (F-1) status are eligible for full-time or part-time on campus employment during vacation periods only if they “are eligible for and intend to register for the subsequent academic term” per USCIS regulations. Lastly, any remaining post or pre-completion practical training as well as curricular practical training for which you are authorized will become void once we transfer your SEVIS record.

Finally, it is your responsibility to contact the international advisor at your new school within 15 days of the first day of their semester. You must complete the immigration transfer by that date in order to continue to maintain your visa status.

How long can I wait between ending classes at my transfer-out school and starting classes at my transfer-in school?

Temple controls your SEVIS record until the transfer release date. If classes are in session, you must attend classes and otherwise maintain status until the transfer release date. On the transfer release date, the transfer-in school controls your SEVIS record. You must begin classes at the next available term, unless taking an authorized break or vacation during that term. If the next available term does not start within five months of your transfer release date or program completion date at the transfer-out school (whichever is earlier), you must depart the US until you can begin the new program. This will not be handled as a transfer. You will get a new SEVIS record and the school will send you an initial attendance Form I-20. You must then pay the SEVIS I-901 fee and apply for a new F-1 visa.