



International Center

219 University Center
303 East Kearsley Street
Flint, MI 48502-1950
Email: international-center@umflint.edu
Phone: 810-762-0867 Fax: 810-762-0006

F-1 TRANSFER OUT REQUEST

Please read the procedures below carefully.

- Complete this form and attach a legible copy of your current I-20.
- Attach a copy of your admission letter from the school/college/university to which you are transferring.
- Attach a copy of your latest unofficial transcript
- Attach a copy of your latest I-94 card, front and back.
- If you are currently on post-completion OPT, attach a photocopy of your EAD card.
- Submit your request.

Transfer out procedures

If you plan to transfer from UM-Flint to another U.S. school, you must use this form to notify UM-Flint (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, we 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.

Although you may be applying to multiple new schools, we may indicate only **one** transfer school in SEVIS. Also, your transfer release date will be the end of the current term, unless you can document your need for an earlier release date. If you have been authorized for post completion of OPT, you must be able to resume classes within 5 months of transferring out of the school that recommended OPT or the date of the OPT authorization ends, which ever is earlier.

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 us **before** your transfer release date---once the transfer release date has been reached, UM-Flint will no longer have access to your SEVIS record. Before you leave the University of Michigan-Flint, be sure to take care of financial obligations to the university, cancel your health insurance, and notify your department or academic advisor of your departure.

Please complete the information below:

First name: _____ Last name: _____

SEVIS ID #: _____ UM ID #: _____

Email address: _____ Phone #: _____

Transfer school name: _____

Transfer school address: _____

Transfer school phone #: _____ fax #: _____

Your requested transfer release date: ____/____/____

Signature of student: _____ Today's date: _____

Checklist for Transferring Out

All University of Michigan F-1 students including those who have graduated, are currently in their program or who are on OPT and Academic Training must complete a SEVIS immigration transfer process if planning to attend another educational institution in the U.S. This immigration process will *not* transfer your credits!

- ❑ Get admission letter(s) from the new educational institution(s).
- ❑ Decide if you want to accept an admission offer and attend that institution.
- ❑ Fill out the Transfer-out form
- ❑ Schedule an appointment if you wish to meet with an ISA at the International Center by calling 810-762-0867.
- ❑ Contact the new educational institution and:
 - Notify them of the SEVIS Release Date.
 - Get information on their transfer-in process.
 - Notify them that you should be issued a “Transfer Pending” I-20 / Transfer DS-2019 with the same SEVIS ID.
- ❑ Cancel your International Student/Scholar Chickering Health Insurance (if you had it) by visiting the International Center Health Insurance Office.
- ❑ IF you haven’t completed your program, notify your academic department of your intent to leave U-M.
- ❑ IF you are registered for the next term, before the first day of that term, visit, write or fax the Registrars Office to be dis-enrolled.
- ❑ Return all library books.
- ❑ Students – your computing account is terminated within one month of not being active in a program.
- ❑ Access SIS and change your current address to your new address.
- ❑ Cancel, sublet or re-assign your housing lease. Cancel services: gas, electric, water, and phone.
- ❑ Go to the US Post Office and fill out the form to have your mail forwarded or visit the US Post Office on line at <http://www.usps.com/> and enter your “Change of Address” information there.
 - The U.S. Post Office may not forward mail to a non-U.S. address. Check their current regulations.
- ❑ Access SIS, Student Accounts and make sure all your bills are paid.
 - Monitor this for a few months to ensure no new charges have been applied. (Your account stays active essentially ‘forever’ or until you request it be terminated.)