

Transfer Out/SEVIS Release Instructions and Form

- By submitting this request, you are asking the University of South Alabama to transfer your SEVIS record (I-20) to a new institution where you will continue your studies.
- Please refer to the transfer out checklist below for a list of other actions you may be required to take **before** leaving Mobile.
- You may choose only one school to transfer to; therefore, wait until you have been admitted to the new institution and have decided to attend that school before requesting a transfer.
- You may transfer your I-20 at the end of the current semester or term of enrollment, during the 60-day grace period upon completion of studies, or during/after OPT or STEM OPT work authorization.
- If your current SEVIS record is “terminated”, you should check with the school you wish to transfer to confirm they will accept your terminated record and petition for reinstatement on your behalf.
- You must begin courses at the new institution at the next available term/semester, but no later than 5 months from the completion of study at South Alabama or the end of OPT work authorization.
- You must choose a transfer release date in which you wish OIIA to transfer your SEVIS record to the new institution. OIIA cannot choose that date for you.
- If you decide to cancel your transfer and remain an enrolled student at South Alabama, change the release date, or transfer to a different institution, you **must** notify OIIA **before** the transfer release date listed on the form below. Once the transfer release date has passed, OIIA will no longer have access to your SEVIS record and the new institution will have to take action.
- If the new institution requires a transfer-in verification form, please submit it with this document.
- A copy of your official admission letter from the new institution must be submitted with the transfer release request.

Things to Do Before Leaving Mobile Checklist

- If you have pre-registered for courses for a future semester, you **must** drop those courses in your PAWS account or through the Office of the Registrar.
- Notify your academic advisor/department (**and** Graduate School, if graduate student) of your intent to leave.
- Check out of your housing assignment with USA Housing and Dining or contact your apartment complex office manager/landlord to discontinue your lease. Cancel all utilities, including gas, electric, water, cable, etc.
- Pay your Student Accounting bill to make sure you have a \$0.00 balance! Transcript requests will be denied for anyone with a balance.
- Return any library books or materials borrowed from your department or lab.
- Contact Academic Computing to let them know which email address to forward your jagmail.southalabama.edu emails.
- Fill out a change of address form with the United States Postal Service and/or close your P.O. Box.
- Update your USA PAWS account with your new address.
- If you are a student employee/graduate assistant/athlete, contact Payroll regarding how to have your W-2 tax forms sent to your new address.
- Cease employment no later than the last day of the current semester!

Transfer Out Survey

We would like to know why you have chosen to leave USA. Your answers will remain confidential and will only be used for analysis by OIIA and Global USA. Please check all that apply. Use the lines below and the back of the form for comments.

- The University of South Alabama does not offer the courses/program I am interested in pursuing or was not what I was expecting.

Please give details:

- I have family members or close friends in the area of my new institution.
 I graduated and will begin a new program at the new institution.
 My Embassy or sponsor has required me to transfer to the new institution.

Please list Embassy/Embassy advisor or sponsor:

- Other reason(s)

Please explain:

Classification: Freshman Sophomore Junior Senior Master's PhD

Major: _____

Minor(s): _____

Number of semesters at USA: _____

Transfer Out/SEVIS Release Clearance form

All students in F-1 and J-1 status should have only one active record in the Student and Exchange Visitor Information System (SEVIS). This active record can be accessed only by your current school as listed on the I-20 or DS-2019. If you wish to transfer from the University of South Alabama to another school/academic institution, you must complete this form and submit it to the Office of Immigration and International Admissions with a copy of your admission letter to the new institution. **Please note: All employment at USA must cease as soon as your transfer is complete.**

Please print clearly

Jag#: _____

Name: _____
(Family Name) (First Name) (Middle Name)

Email Address: _____

Phone #: _____

SEVIS # (Listed above your name on I-20 or DS-2019): N _____

Last semester enrolled at USA: ___ Fall ___ Spring ___ Summer Year _____

Institution you are transferring to: _____

Campus: _____

SEVIS University code of new school (ask the new institution): _____

Please note: The release date for your SEVIS transfer will be the official last day of the current semester unless otherwise requested and approved by OIIA.

Transfer release date: _____ (month/day/year)

Student's signature: _____ **Date** _____

For office use only:

OIIA Signature _____ Date Request Completed _____

Notes: