



UNION
UNIVERSITY

International Student Office
Institute for International and Intercultural Studies

F-1 Student Request to Transfer Out from Union University

This form should be completed by an F-1 who intends to transfer to another institution in the United States. This form should be submitted as soon as possible and no later than the ending date on the current I-20. Please read the regulations on this form concerning F-1 Transfer Regulations and return form to the International Student Office at Union University.

Family or Last Name _____ First Name _____

Current Local Address: _____

Current Telephone _____ Email _____

I request a transfer to:

Name of Institution _____ Effective Date of Transfer _____

SEVIS ID of Institution _____

New International Student Advisor _____ Tel. Number _____

Email Address _____ Fax Number _____

Signature of New International Student Advisor _____ Date _____

SEVIS Transfer Regulations for F-1 Students:

1. You must choose only one school to which you wish your SEVIS record to be transferred. Although you may apply to more than one school, the USCIS only allows your SEVIS record to be released to one particular school.
2. You must initiate the transfer process (i.e. Submit this form to Union University's International Student Office) within the following timelines:
 - a. If you have completed your degree requirements, no later than 60 days after the end of the semester in which you graduated.
 - b. If you are currently in your period of post-completion Optional Practical Training (OPT), no later than 60 days after the OPT end date (as noted on your Employment Authorization Document – EAD).
 - c. If you are a continuing student withdrawing from Union University, no later than 30 days from the start of the semester that you will NOT be enrolled at Union University.
3. Once you have determined the school that you will be attending, you must choose the date when your SEVIS record should be released to your transfer institution. **Please note our office will NOT have access to your SEVIS record after the release date.** If you wish to cancel the transfer and/or change the transfer school, you must do so before the noted release date or you will have to arrange it with the school to which your record was transferred.
4. The release date can be no later than five (5) months after completion of studies at Union University. If you need help determining the best release date, please talk to the International Student Advisor at Union University.
5. According to USCIS regulations, you must begin classes at the new school no later than five months from the program completion date at Union University. Please speak to the International Student Advisor at the new school to find out what specific enrollment requirements the school has.
6. To complete the transfer process, you must report to the International Student Advisor at the new school within 10 days of the new program start date listed on your SEVIS I-20 from. Otherwise, your SEVIS record will be terminated and you may be out of status.

Student's Signature _____ Date _____

Please return this form to:

International Student Office
UU 3018, I050 Union University Dr.
Jackson, TN 38305
Phone: (731)661.5031

Current DSO Signature _____ Date _____