Transferring to Another US Institution: Request Form

To request that your F-1 SEVIS record (I-20) be transferred to another SEVP-certified US institution, please check each of the following boxes after you have completely read the information next to it and provided any required documentation listed therein:

☐ I have completed this form at least one week before the date when I have requested the transfer of my F-1 SEVIS Record.

☐ **Deadlines & Dates:**

  ☐ “Transfer Release Date:” this is the date on which your I-20 will actually be transferred. After this date, the ISSC and Weber State University will no longer have access to or be responsible for your F-1 SEVIS Record. Please check to indicate that you understand. Your “Transfer Release Date:” can be within one of the two following periods of time:

    ▪ **Within 60 Days:** After the Program End Date on Your I-20 if You Have Graduated from Weber State University; or After the End of Your Post-Completion Optional Practical Training (OPT) as Indicated on Your I-20

    ▪ **Within 5 Months:** After the Current or Most Recent Semester of Your Enrollment at Weber State University, if You Will Not Graduate During that Semester

☐ I understand that I am required to maintain my current F-1 status before the “Transfer Release Date” of my F-1 SEVIS Record.

☐ **Travel:** If you plan to depart the United States before beginning studies at your new school, you can only re-enter the United States using an I-20 issued by the school who currently hold your F-1 SEVIS Record. If the “Transfer Release Date” of your F-1 SEVIS Record occurs before you re-enter the United States, then you must use the I-20 issued by the school to which you are transferring to do so.

☐ I understand that I will not be authorized to work on campus at WSU or to engage in any off campus work (CPT or OPT) after the “Transfer Release Date” of my F-1 SEVIS Record

☐ Please Provide Your Reason(s) for Transferring to Another US Institution

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

☐ Additional Documentation—Please Provide Your Admission Letter from the School to which You Intend To Transfer, as Well as That School’s SEVIS Transfer Form (if any)

Requested Transfer Release Date ______________
Name ________________________________________ W # __________________
Signature _____________________________________ Today’s Date _____________

------------------------below for office use only----------------------------

P/DSO Approved (Y/N)? __________ Transfer Release Date ______________
P/DSO Name __________________________ Date: __________________

Please return the completed form to International Student and Scholar Center
Student Services Building-Room 143
3885 West Campus Drive Dept 1130
Ogden, Utah 84408-1130
801-626-6853
issc@weber.edu