

**Request to Transfer Out**

This form is to be completed by students who are requesting that their SEVIS record be transferred to a new institution.

**STUDENTS ARE STRONGLY ENCOURAGED NOT TO TRAVEL INTERNATIONALLY WHILE TRANSFERRING TO A DIFFERENT SCHOOL**

Student Name: \_\_\_\_\_  
Family/Last Name First Name

T-Number or SEVIS ID or Date of Birth: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Current U.S. Address: \_\_\_\_\_

In order to transfer from SUU to a new school, you will need to follow the below outlined procedure:

**Meet with your Territory Outreach Manager**

- o Please contact the appropriate individual to discuss reasons why you want to transfer.

Stephen Allen	Middle East & Pacific Islands	<a href="mailto:allens@suu.edu">allens@suu.edu</a>	ST 169
Nicole Funderburk	United States, Europe & Eurasia	<a href="mailto:funderburk@suu.edu">funderburk@suu.edu</a>	ST 169
Jacob Ng	Asia	<a href="mailto:nkjacobng@suu.edu">nkjacobng@suu.edu</a>	Confucius Inst.
Lambert Okito	Africa, Central & South America	<a href="mailto:punguokito@suu.edu">punguokito@suu.edu</a>	Confucius Inst.

\_\_\_\_\_  
Signature of Territory Outreach Manager Print Name Date

**Verify you have no outstanding balance with SUU**

Balance: \$ \_\_\_\_\_ Initial: \_\_\_\_\_ Date: \_\_\_\_\_

**Provide the following to a Designated School Official (DSO) in the Office of International Affairs:**

- o Completed Request to Transfer Out paperwork (this document)
- o Completed Exit Questionnaire (attached)
- o Copy of new school's admission letter
- o Copy of new school's transfer form

SUU will not have access to your SEVIS record after the listed transfer release date. Please make sure that your plans are finalized before the transfer release date. **The release of your record is not reversible.**

**Requested Transfer Release Date:** \_\_\_\_\_

*I acknowledge that the above information is correct, that I understand that SUU will not release my SEVIS record for transfer until all of the above information has been provided, that SUU will no longer be responsible for my I-20 after the above stated release date, and that I am responsible for maintaining my status until the above stated transfer release date.*

\_\_\_\_\_  
Student Signature Print Name Date

Office Use: School Transferring to: _____ Date Record Released: _____ Initials of P/DSO: _____
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**Exit Questionnaire**

1. What is the main reason you are transferring to a different school:

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2. What would make you change your mind and stay at SUU?

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3. Was the office of International Student and Scholar Services helpful throughout your time at SUU?

Yes

No

a) What are we doing right?

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b) What do we need to improve?

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4. What made you decide to transfer to your new school?

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5. What could SUU do to improve your experience here?

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## **Frequently Asked Questions about Transferring Out:**

### **What if I don't have an acceptance letter for my new program?**

- Requests for transfer without an admission letter will not be sent to SEVIS.
- It is the student's responsibility to obtain proof of admission from the new program
- Students are advised to stay in Cedar City until they know for certain they will be accepted by their new program.
- Your Transfer Form may be completed, but your I-20 will not be made available until an acceptance letter has been provided.

### **What if I have already purchased my plane ticket?**

- You may still leave Cedar City (But stay within the United States) to attend your new program, if you have provided us with the required information. Students with no admission letter will not be able to transfer until they have provided proof of their acceptance.

### **How will I receive my new I-20 for the new school?**

- This is to be decided between you and the new school. You are encouraged to contact the new school and confirm your address, or to arrange for the pick-up of your new I-20.

### **Will my SUU I-20 still be valid after the transfer release date?**

- No, once SUU has transferred your SEVIS record, your SUU I-20 will be invalid.

### **Can I travel outside the United States while my transfer is pending?**

- It is advised that the student does not transfer while changing schools. Traveling outside the US during a transfer increases the chance that a student may not be able to re-enter the US.

### **When will SUU set my transfer release date?**

- SUU will set your transfer release date for one week after your current session. This allows SUU to post grades for the current session. Students requesting transfer for a different date are encouraged to meet with a DSO. This means that students must continue to maintain their status for the remainder of their session. Students who decide not to attend class will be considered out-of-status.

### **Can I transfer if I am currently on academic probation or have been suspended?**

- Students on probation are eligible for transfer; however the new school may choose to deny admission on that basis.
- Students who have been suspended are considered out-of-status and must apply to new programs immediately; however the new school may choose to deny admission on that basis.

### **If I have already set a transfer out date, do I still need to attend class?**

- Yes, if your transfer release date will take place after the current session, which means you are expected to stay active with your course work until then.

### **How do I send my transfer form?**

- SUU will fax this to your new institution on your behalf.

### **What can I do if I want to cancel my transfer?**

- Cancelling your transfer is always a possibility. To do so, you will need to contact a DSO at SUU with your request before the Transfer Release Date listed on the front of this form. Cancellation requests cannot be processed after the release date. After that date, the student will need to work with the new program to have their file transferred back to SUU.

### **When do I need to report to my new school?**

- You are required to report to your new program within 15 days of the program start date listed on your I-20. Failure to do this will result in termination of your I-20.