



## F-1 TRANSFER OUT REQUEST FORM

F-1 students must complete and submit this form to CIE to start a new program of study at another school in the U.S. In order to maintain valid immigration status, students must follow this immigration transfer process through the SEVIS system:

- 1:** Obtain admission to enroll at the new school.
- 2:** Complete this form and attach a copy of your admission letter or proof of admission and submit to CIE. (Note: Your new school may also have their own "Transfer In" or "Transfer Verification" form for the transfer-out school to complete.)
- 3:** CIE will release your record through SEVIS to the new school on the last day of the current semester. This date may be different if approved by CIE.
- 4:** Upon the SEVIS release date, the new school will have access to your record and be able to issue an I-20 for transfer. The UMW I-20 will no longer be valid.
- 5:** Complete your transfer process at the new school. Your transfer must be completed no later than 15 days from the start date on your new school I-20.

### **New School Information** (attach proof of admission to new school)

Name of school: \_\_\_\_\_

New SEVIS school code: \_\_\_\_\_

New program begin date: \_\_\_\_\_

### **Are you leaving UMW upon program completion?**

- Yes
- No---**Please indicate the reason(s) for discontinuing your program at UMW. Check all that apply:**
  - Better academic program at the transfer school
  - Academic difficulties at UMW
  - Difficulty adjusting to campus life at UMW
  - Other: \_\_\_\_\_

**Name:** \_\_\_\_\_ **Banner ID:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Return completed form to:  
Center for International Education  
1301 College Avenue  
Lee Hall 434  
Fredericksburg, VA 22401  
[iss@umw.edu](mailto:iss@umw.edu)