



Transfer Out Request Form

This form is to be completed by the international student who is transferring out of Eastern Illinois University to another institution within the United States. **The information requested on this form is required by the Office of International Students and Scholars (OISS) in order to release your SEVIS I-20 Form record to the university to which you intend to transfer.** In order to complete this process, the student must contact the new school to complete the transfer. Upon completion, this form must be submitted to the Office of International Students and Scholars (OISS) along with the Admission Acceptance Letter from the institution to which you intend to transfer.

Please Note: If a student transfers to another educational institution, the following forms of employment are terminated: Optional Practical Training, Curricular Practical Training, economic hardship employment, and authorized employment including on-campus positions.

Student Information:

Family (Last) Name _____ First Name _____ Middle Name _____
 Program (Major) of Study _____ EIU E-Number _____ SEVIS ID # (Upper Left Corner of I-20) _____
 Email Address _____ US Phone Number _____

Transfer School Information:

Name of Transfer School _____ Transfer School Address (Street, City, State, Zip Code) _____
 Semester/Year of Acceptance _____ International Office Phone Number _____ International Office Email Address _____

Reason for Transfer Request (Check all that apply)

- Graduation Unable to Register Financial Difficulties
 Academic Suspension OPT Completion Course Availability/Location

Other: _____

Requested Transfer Release Date (Month/Day/Year): _____/_____/_____

Please read the following information and initial when complete.

_____ I understand that after the release date requested above, Eastern Illinois University will no longer have access to my record in the Student and Exchange Visitor Information System (SEVIS).

_____ Are you currently pending or engaged in Optional Practical Training? If so, please be advised that your OPT will be automatically terminated as soon as we transfer your record out in SEVIS to the newschool.

Only for students engaged in Optional Practical Training

_____ I understand that by signing this form, I will not be eligible for any employment due to OPT, once I obtain a new SEVIS I-20 for a new program.

_____ I also understand that the use of my Employment Authorization Card (OPT) after I obtain a new SEVIS I-20 will be considered a violation of my F-1 status.

For OISS use only:

Reviewed By: _____ Date: _____

Transferred Out By: _____ SEVIS Release Date: _____