

International Student and Scholar Services
TRANSFER-OUT REQUEST FORM

If you wish to transfer from Temple University to another university in the United States, you must submit this form and a copy of your admission letter to the new school. The form is to be submitted at the front desk in the International Student and Scholar Services. It may also be faxed to 215-204-6166, along with a copy of your admission letter to the new school.

Date submitted to ISSS	
Received by	
Family Name	
First Name	
TU ID#	
Date you wish ISSS to transfer your SEVIS record:	
U.S. telephone number	
Non-Temple email address	
Transfer School Name	
Transfer School Address	
Have you attached a copy of your acceptance letter?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Note: ISSS cannot transfer your SEVIS record without an admission letter to the new school.</i>	
School code # for new school (ex:PHI214F00504000)	

In order to transfer your SEVIS record from one school to another, you must be maintaining Nonimmigrant Student (F-1) status by pursuing a full course of study. If you submit this form after the fall or spring semester has begun and you are not registered for classes, you are not pursuing a full course of study and are not eligible to transfer you SEVIS record. You are also maintaining your status if you were authorized for post-completion optional practical training. Any individual who is not maintaining their status is not eligible to have their SEVIS record transferred.

Upon receipt of this form and a copy of your letter of admission to your new university, this office will review your academic history and verify that you are currently maintaining your non-immigrant status. If you have been academically dismissed or are otherwise failing to maintain your status, we will not release your record.

If you are maintaining lawful student status, we will send your SEVIS record to the new school. The school to which you are transferring will be given access to your SEVIS record once the release date is reached. You must contact the international office at the new school within 15 days of the first day of their semester in order to complete the immigration transfer.

You should know that this office can update your SEVIS record to “transfer out” to **only one** university in the United States. **If you decide that you do not wish to transfer to the university you indicate on this form, you must inform ISSS of that fact before the requested transfer date; after that date, we will no longer have access to your SEVIS record.**

Do not submit this form to our office until you are certain that you will transfer out of Temple University. By submitting this form, you are indicating that you will not be attending Temple University in the upcoming Fall or Spring semester.

You will be ineligible to continue on-campus employment after your SEVIS release date. Please note that individuals in Nonimmigrant Student (F-1) status are eligible for full-time or part-time on campus employment during vacation periods only if they “are eligible for and intend to register for the subsequent academic term” per USCIS regulations. **Lastly, any remaining post completion practical training for which you are authorized will become void once we transfer your SEVIS record.**

Finally, it is your responsibility to contact the international advisor at your new school within 15 days of the first day of their semester. You must complete the immigration transfer by that date in order to continue to maintain your visa status.

What is the procedure to transfer my SEVIS record?

After the transfer release date, you must contact the DSO at the transfer-in school. Your transfer-in school will then be able to create a Form I-20 for you issued for *Reason of Transfer*. This Form I-20 will have your new program start date. It is important that you obtain a new valid Form I-20 within fifteen days of the first day of their semester. Your Form I-20 from Temple will no longer be valid, but you must keep them for future use when applying for USCIS benefits.

You must contact your new DSO **within 15 days of your program start date** and register for classes. Once you have registered, you should ask for a Form I-20 that shows your status as a continuing student and that your transfer is approved. Ensure that the school has all the information needed to update your SEVIS record, including any changes of address.

What happens if I am out of status or I have a terminated SEVIS record?

You can choose to apply for reinstatement prior to transferring. You must continue to maintain status at Temple until the reinstatement is adjudicated. If reinstatement is denied, you must leave the United States immediately. If you do not leave, you may be placed in removal proceedings.

Your other choice is to obtain an initial Form I-20 from the new school. You must exit the United States and return as an initial entry in new F-1 nonimmigrant status. If you choose this option, you will need to

pay the SEVIS I-901 fee. You will also lose credit for any time accumulated towards qualification for benefits such as optional or curricular practical training. If your F-1 visa is valid, you do not need a new visa if returning to the United States within 5 months of your exit date. However, if you have a terminated record because you failed to maintain status, you may be denied re-entry to the United States under section 212(a)(6)(G) of the Immigration and Nationality Act.

How long can I wait between ending classes at my transfer-out school and starting classes at my transfer-in school?

Temple controls your SEVIS record until the transfer release date. If classes are in session, you must attend classes and otherwise maintain status until the transfer release date. On the transfer release date, the transfer-in school controls your SEVIS record. You must begin classes at the next available term, unless taking an authorized break or vacation during that term. **If the next available term does not start within five months of your transfer release date or program completion date at the transfer-out school (whichever is earlier), you must depart the US until you can begin the new program.** This will not be handled as a transfer. You will get a new SEVIS record and the school will send you an initial attendance Form I-20. You must then pay the SEVIS I-901 fee and apply for a new F-1 visa.

When do I need to contact the transfer-in school?

Contact the transfer-in school as soon as possible after the transfer release date. You should ensure that the DSO has all information needed to update the SEVIS record. You should request a copy of the new Form I-20 reflecting the transfer and the new program start date.

When do I report to my new school?

You must report to the school within 15 days of the program start date.

If I'm on Optional Practical Training, how long can I continue to work once my SEVIS record is transferred?

You must notify ISSS if you decide to cease OPT in order to study full-time. We will release your SEVIS record to the new school if you are studying somewhere else or to generate a new I-20 to reflect your new level and/or field of study if you are studying at Temple University. You must cease all OPT employment upon release of your SEVIS record to the new school.