

Return completed form to:
Designated School Official
International Student Services
University of Kansas
1450 Jayhawk Blvd Rm 2
Lawrence, KS 66045-7535
OR fax to 785.864.5244

Active Status Transfer

TRANSFER OUT-
Active F-1 Students
Transferring from KU
to Another Institution

To be completed by Student

Surname: _____

Given Name: _____

Non KU Email: _____

KUID: _____

I am requesting ISS to transfer my electronic SEVIS (immigration) record to the following college, university, institution. I have been admitted to this school and plan to go there.

Name of college, university, institution

Campus (if multi-campus institution)

Location (city and state)

School Code, if known
(for example, KAN214F000634000)

***Transfer Release Date:** _____
mm/dd/yyyy

**Transfer Release Date is the date on which your SEVIS record will electronically transfer to the new school. The new school cannot issue their I-20 until after this release date.*

- I understand that I *CANNOT* continue to work on the KU campus after the transfer release date.
- If on Optional Practical Training (OPT), I understand that my OPT will be terminated on the release date and I can no longer work after that date.
- I understand that cancelling my enrollment and/or withdrawing from classes for the present or future semesters, as applicable, is my responsibility and that if I do not do this, I will still be billed for tuition and fees and may be assigned a failing grade for those classes.
- If I later decide to return to KU as a student and I have been gone for a semester or more, I understand that I must apply for readmission through the appropriate admissions office.

Signature: _____

Date: _____

Bring this completed form along with documentation of your admission to the new school (copy of your admission letter or email, etc.) to an advisor in the ISS Office for processing.