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**Transfer Out Form**

# INTERNATIONAL SERVICES

# Transfer out procedures:

**Step 1:** Submit the transfer-in eligibility report form from your new school (most schools require such a form)

**Step 2:** Fill out this form

**Step 3**: Students attach a copy of your acceptance letter from your new school. Scholars attach the invitation/offer letter from the new school.

Note: Although you may be applying to multiple new schools, the DSO/ARO may indicate only one transfer school in SEVIS.

Your transfer school will **NOT** be able to issue you a new SEVIS Form I-20/DS-2019 until the transfer release date.

If you decide to cancel or change your school transfer you must notify Bellarmine International Services **BEFORE** your transfer release date. On the transfer date, Bellarmine will no longer have access to your SEVIS record.

# You may not work on campus at Bellarmine, or use CPT / OPT authorized by Bellarmine, after your transfer release date.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **SEVIS ID#:** | \_ |
| **E-mail:** |  | **BU ID:** |  |
| **Transfer School Name and Address** |  | **Transfer School Phone and Fax of Int’l Office** |  |
| **SEVIS Code at New School** |  | **Contact Person at New School** |  |

You requested SEVIS transfer release date (discuss this with your new school DSO/ARO):\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

If this date is before the end of the semester, explain why you need an early transfer (students only):

**Student Signature Authorizing release to transfer school:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_**

**FOR OFFICE USE ONLY**

Date of receipt:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SEVIS updated on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by:\_\_\_\_\_\_\_\_\_\_ Release date:\_\_\_\_\_\_\_\_\_\_\_\_\_

day/mo/yr day/mo/yr