

## TRANSFER-OUT REQUEST FORM

### I. STUDENT INFORMATION

Name: \_\_\_\_\_ SEVIS ID: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Major/Area of Study: \_\_\_\_\_ Degree Level:  Bachelor's  Master's  Doctoral

Current program end date (as listed on I-20) \_\_\_\_\_  
(MM/DD/YYYY)

### II. TRANSFER OF SEVIS RECORD (I-20)

If you plan to transfer to another U.S. institution, you must submit your transfer request no later than 60 days after the last semester you attend Rutgers. Otherwise, you will need to depart the U.S. and return using your new school's I-20.

**In order to have your SEVIS record transfer, please provide the following:**

1. Transfer-out request form (this document)
2. New school's *International Student Adviser's Report* with new school's code clearly identifiable on the form
3. Admission letter from school you are transferring to
4. Full unofficial transcript
5. Copy of your OPT EAD card if you are currently engaged in post-completion OPT\*

*\*Transferring to another school will automatically cancel your OPT on the transfer-release date set in SEVIS.*

Transfer Release Date: (mm/dd/yyyy) \_\_\_\_\_

New School's Name and Address: \_\_\_\_\_

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