

TRANSFER OUT FORM



INTERNATIONAL STUDENTS AND SCHOLARS SERVICES

Phone: 304.293.3519 | Fax: 304.293.7511

E-mail: iss@mail.wvu.edu | Web: iss.wvu.edu

WVU F-1 School Code: PHI214F10133000

WVU J-1 School Code: P-1-00799

F-1 and J-1 students should use this form to request a transfer of their SEVIS record to another institution.

THIS SECTION TO BE COMPLETED BY THE STUDENT

Family Name:	Given Name:
Student ID #:	SEVIS ID #: N
MIX E-mail:	Phone #:

With this form, I confirm that I have been accepted to and I am transferring to:

Full Name of New Institution:	New Institution SEVIS ID Code:
City:	State:

My transfer out date will be: (last day of your last semester at WVU)

Month:	Day:	Year:
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IMPORTANT NOTES:

- 1) Please provide a copy of your proof of admission into the institution you are transferring to.
- 2) You may **NOT** be employed or be registered for classes at WVU after your transfer out date.
- 3) If planning to travel, you **CANNOT** travel into the US with your WVU I-20 or DS-2019 after the transfer out date.
- 4) If on OPT, your OPT will be cancelled on your transfer out date.
- 5) WVU will have access to your SEVIS record until the transfer out date indicated above. Once the transfer out date has passed, only the institution to which you are transferring will have access to your SEVIS record. If you change your mind about transferring out of WVU and the transfer date has passed, you must contact the institution you transferred to.

Student Signature: _____ Date: _____

THIS SECTION TO BE COMPLETED BY ISSS

Confirm proof of admission, determine student transfer eligibility, approve, give original to student, and keep a copy of transfer out form and admission letter on file.

Admission Letter:	YES	NO	Transfer Eligibility:	YES	NO
Approved by ISSS:			Date:		