



Office of International Student Services (OISS)

F-1 Student Transfer-Out Request

(for SEVIS/Immigration Purposes)

INSTRUCTIONS: If you plan to transfer your F-1 immigration status/record from Regent University to another U.S. institution, you **MUST** use this form to notify Regent (your “current school”) of your intent to transfer and indicate the school to which you intend to transfer (your “transfer school”). Upon receipt of this completed form, the OISS will transfer your F-1 SEVIS record to your new school and any OPT authorization you have received will no longer be valid. We must include the SEVIS Name and Code of your transfer school and the “Transfer Release Date”. Although you may have been admitted to several new schools, the OISS can indicate only one transfer school in your SEVIS record, so you must be officially admitted, and your decision MUST be finalized before you submit this Transfer-Out Request Form to Regent. When the transfer-out process is complete, your Regent I-20 will no longer be valid by itself and should NOT be presented for travel without the new school’s Transfer-Pending I-20. Contact your transfer school immediately about the procedures for requesting a “Transfer-Pending” I-20 from that school as well as the “Continued Attendance” I-20. You will also need to convey any plans for travel outside the U.S. so the new school can provide you with some travel/re-entry guidance. For graduates and post-completion OPT participants, the Transfer-Out Request Form **MUST** be submitted to Regent within 45 days of your graduation/OPT completion date. (REMINDER: OPT authorization is automatically terminated on the date your F-1 SEVIS record is transferred to the new school, so you must stop working/cease employment by that date!)

Name: _____ Today’s Date: _____
(last/family name) (first name)

Student ID#: _____ Date of Birth: _____

Current U.S. Address (Include City, State, & Postal Code): _____

Telephone: _____ Email: _____

SEVIS ID #: N 0 0 0 _____ (Found in the upper right corner of your I-20.)

▶ (Current Students Only) Check here after you have attached a “Certification of Enrollment” from the Registrar’s Office at Regent _____

▶ Check here after you have attached a copy of the Admission Letter from the new school _____

▶ Check here after you have completed the Verification of Lawful F-1 Status Form (Pg. 2) _____

▶ **Check with the International/Immigration Office of your transfer school before writing the SEVIS Name & Code below** (If the wrong school name & code are provided, your SEVIS record will go to the wrong school):

Transfer School NAME as Listed in SEVIS: _____

Transfer School CODE as Listed in SEVIS: _____

Transfer School Address (include city, state & ZIP): _____

Transfer School Phone: _____ Transfer School Fax: _____

TRANSFER RELEASE DATE: For currently enrolled students, the “Transfer Release Date” will be the end of the current semester at Regent, unless you can document your need for an earlier Release Date (such as a suspension). Your transfer school will not be able to issue you a new I-20 until the Transfer Release Date. If you decide to cancel your Transfer-Out request, you must notify the OISS at Regent **BEFORE** your Transfer Release Date. Once the Transfer Release Date has been reached, Regent University will no longer have access to your SEVIS record.

▶ **Do you need a transfer release date BEFORE the end of this semester?** No Yes, Date: _____

If you answered “Yes”, please provide an explanation below, and attach some documentation supporting your explanation. (Such documentation can be a suspension/termination letter from your academic department).

For OISS Use Only:

In lawful status? Yes No TR out request made in SEVIS on: _____ Done by: _____ (LJJ, 4/30/12)



Office of International Student Services (OISS)

Verification of Lawful F-1 Immigration Status

Student's Name: _____
(LAST) (FIRST) (MIDDLE)

Student ID #: _____

For Students Currently Enrolled at Regent:

► I understand that employment is defined as the part-time or full-time rendering of services for compensation—financial or other, and I have not been employed off campus without PRIOR WRITTEN authorization from the International Student Advisor on my I-20, or an Employment Authorization Document (EAD) from USCIS (formerly known as INS):

True ___ False ___

► I have not been employed on campus more than 20 hours per week while school was in session (during the fall and spring semesters):

True ___ False ___

► I have been enrolled full-time each semester at RU or have received PRIOR approval to drop below full-time status from the International Student Services Office.

True ___ False ___

If you answered "false" to any questions above, please explain here: _____


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### For Graduates on Post Completion OPT:

► I have not accrued more than 90 days of unemployment during my authorized period of OPT.

True \_\_\_ False \_\_\_

► I have reported any address changes to the OISS with 10 days of the change.

True \_\_\_ False \_\_\_

Student's Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

(LJJ, 11/25/09)