

If you plan to transfer from Southwest Minnesota State University to another US school, you must use this form to notify SMSU of your intent to transfer and to indicate which school you intend to transfer. *For F-1 students on post-completion OPT, the course of study must begin within five months of the end of OPT or the transfer release date, whichever is earlier.*

Please note that the transfer-in 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 the school transfer, you must notify International Student Services **before** your transfer release date (once the transfer release date has been reached, SMSU will no longer have access to your SEVIS record).

Before you leave SMSU, be sure to take care of any financial obligations to the university, drop classes, cancel your health insurance, and notify your department and/or academic advisor of your departure.

*****Any employment authorization ends upon transfer-out or non-enrollment.***

Items needed when submitting this form:

- * Copy of the acceptance letter issued by the university admissions office (not department) from the transfer-in school (***must indicate admission date***)
- * Copy of I-20(s)/DS-2019(s)
- * Copy of passport, visa, I-94 arrival/departure record
- * Copy of OPT card (if applicable)

Student Information:

Last Name

First Name

Email Address

Phone Number

Major

Department/College

SEVIS Number

Mustang ID/Tech ID

Transfer-In School Information: (must be completed)

Full Name of School

School SEVIS Code/Program Code

City

State

Phone Number

I request that my SEVIS record be transferred to the new school on the following date: _____

Reason for Transferring: _____

I certify that I have complied with US International Student regulations and I will timely inform International Student Services prior to the SEVIS release date if I decide not to transfer out.

Student Signature

Date

DSO Signature: _____

Date: _____

Updated in: SEVIS _____
Date Completed

ISRS _____
Date Completed

Copies to: _____