



Office of International Education
Immigration Transfer Out Clearance Form

If you plan to transfer from VCU to another school in the U.S., you must use this form to notify VCU (your "current school") of your intent to transfer and indicate the school to which you intend to transfer (your "transfer school"). Upon receipt of your completed form, your international student advisor will update your record in SEVIS as a "transfer out" and make a note of the name of your transfer school and a transfer release date. Note: Although you may be applying to multiple new schools, the DSO may indicate only one transfer school in SEVIS. Only students in possession of a SEVIS I-20 need to fill this form out; however, be sure to contact your transfer school as soon as possible about the issuance of an I-20 or DS-2019. You must not have any registration holds that would prevent us from processing your request.

Last Name _____ First _____ Today's Date _____

Student Birthday _____ SEVIS ID # N _____
(mm/dd/yyyy)

Current Address _____

City _____ State _____ Zip _____

Phone _____ E-Mail _____ Date of Birth _____

Transfer School Name and Campus _____

Transfer School Address _____

City _____ State _____ Zip _____

Transfer School Phone _____ Transfer School Fax _____

Do you need a transfer date before graduation date this semester? Yes No

If you answered "yes," please provide an explanation below, along with documentation supporting your explanation. Documentation can be an acceptance letter showing your reporting date or some other official notification.

Three horizontal lines for providing an explanation and documentation.

Also, your transfer release date will be the end of the current term or session, unless you can document your need for an earlier release date. Please note that your transfer school will not be able to issue you a new SEVIS Form I-20 until the transfer release date. **Finally, if you decide to cancel your school transfer, you must notify your international student advisor before your transfer release date.** Once the transfer release date has been reached, VCU will no longer have access to your SEVIS record.

Student Signature _____ Date _____
