



Request for Transfer Out of SEVIS Record

A. To be completed by student

- 1. DU Student ID #:
2. Visa Type:
3. Family (Last) Name:
4. Given (First) Name:
5. Current U.S. phone number:
6. E-mail address:
7. Educational Level:
8. Primary Major:
9. Secondary Major:

10. Last term you plan to attend at DU: Year: Term: Fall Winter Spring Summer

NOTE: You must drop all registration for any future terms that you are not going to attend before this transfer request can be processed.

11. Have you informed your academic advisor(s) of your transfer? Yes No

NOTE: Fill out and attach the stop-out/withdrawal form (from Academic Advising for undergraduate students and from the Registrar's office for graduate students). If you have not yet attended DU, you must attach documentation from your admitting department that they approve your request for transfer.

12. Are you currently working? No Yes: If yes, date you plan to terminate your employment: / /

NOTE: You must stop any employment authorized with DU before SEVIS transfer release date.

13. Institution to which you would like your SEVIS record to be transferred:

NOTE: If you are still undecided about where you want to transfer to, you should not ask us to transfer until you have decided which school you wish to attend.

14. Date you plan to start classes at the new institution (mm/dd/yyyy): / /

15. Name of contact for admission at new institution:

16. Contact's phone number: 17. Contact's e-mail address:

18. Attach to this form a copy of your admission letter from the new institution to which you are requesting a transfer.

I have discussed any questions regarding the above information with an ISSS advisor and understand the implications of transferring my SEVIS record to another institution.

Student Signature: Date (mm/dd/yy): / /

B. To be completed by the ISSS advisor

19. Is student in status and eligible to transfer? (Review academic history and period between institutions.) Yes No

20. Does the student have any holds? No Yes: If yes, hold must be cleared before transfer is processed.

21. SEVIS ID number of student: SEVIS transfer release date: / /

ISSS Advisor Signature: Date (mm/dd/yy): / /

Authorize in SEVIS and print out transfer confirmation to attach to this form. Return form to Graduate Assistant.