



## Hampton University International Student Transfer Out Information

**If you are intending to transfer to another educational institution, you must complete the SEVIS Transfer-Out Form. Note that this is only a transfer of your immigration record and *not* of your academic record.**

**How is my SEVIS record transferred to a new school?** Your SEVIS record will be transferred electronically through the federal database known as Student and Exchange Visitor Information System (SEVIS). Your SEVIS record can only be transferred to ONE school, so you must decide which school you will attend before requesting a transfer.

**What does Hampton University need to transfer my SEVIS record to another school?** The attached SEVIS Transfer-Out Form. Each section is required to be completed. You will also need an official letter of admission from the new school. You must contact the new school to see if they require a Transfer Verification Form (a form to be filled out by The HU International Office and faxed to new school to confirm your immigration status).

**Do transfer students have to pay the I-901 SEVIS fee again?** No. You are considered a continuing student in SEVIS.

**Do transfer students have to apply for a new visa?** No. If your F-1 visa is still valid, you do not need to get a new visa. If your visa is expired, you will need to apply for a new F-1 visa before returning to the U.S. after traveling abroad.

**How long do F-1 transfer students have to transfer to another school after graduating from Hampton University or after the end of post-completion OPT Employment authorization?** Students must have their SEVIS record transferred from Hampton University to the new school within the 60 day grace period following program completion or OPT. Therefore, the SEVIS Release Date that you choose must fall within that grace period.

**Once my SEVIS record is transferred, how soon must I begin classes at the transfer-in school?** You must begin classes at the new school within 5 months of your transfer release date, your program completion date, OR your OPT end date, whichever is earlier.

**When must I stop working part-time on campus at Hampton University if transferring to another school?** You are only authorized to work on the campus of the school that holds your SEVIS record. You must end on-campus employment at Hampton University on the SEVIS Transfer Release Date. Once the record has been electronically transferred, it will be only with the new school, making you ineligible for work at Hampton University.

**If I am on CPT or post-completion OPT, when must I stop working?** You must stop working on the SEVIS release date or the end of your CPT or OPT authorization, whichever is earlier.

**Can I change my mind about transferring to another school *BEFORE* my SEVIS Transfer Release Date?** Yes. You will need to contact the Hampton University International Office as soon as possible.

**Can I change my mind about transferring to another school *AFTER* my SEVIS Transfer Release Date?** This gets more complicated and can result in a delay in your plans. Please contact your academic advisor.

**\*Graduate Students:** Please inform your department of your intent to transfer, especially if you have an assistantship.



## International Student SEVIS Transfer Out Form

You may be applying to many schools but your SEVIS record can only be released to **ONE** school. When you are certain about which school you will be transferring to, complete this form and return it to the International Office.

### Student Information

Name: \_\_\_\_\_

SEVIS ID: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Dates of Enrollment at Hampton University: \_\_\_\_\_

I authorize Hampton University to release my SEVIS record to the school listed below. I understand that I can only transfer my record to one school and it is the school listed below.

Signature: \_\_\_\_\_

After the release date that you list below, your SEVIS record will be available to the school listed below and only to that school. We cannot transfer it to a different school. You are responsible for getting an I-20 from the school you list below. Hampton University will no longer be able to access your SEVIS record after the release date.

### New School Information

Name of School: \_\_\_\_\_

Phone: \_\_\_\_\_

F1 SEVIS School Code: \_\_\_\_\_

Reason for transfer: \_\_\_\_\_

### SEVIS Transfer Release Date:

Program Start Date: \_\_\_\_\_

*For Hampton University International Office use only:*

Make a copy of form for student. Place original form in student file after SEVIS is updated.

SEVIS updated on \_\_\_\_\_ by \_\_\_\_\_ with a transfer release date of \_\_\_\_\_.