



Cleveland State University

Center for International Services and Programs

Immigration “Transfer Out” Form

If you plan to transfer from CSU to another school, you must use this form and **attach a copy of your admission letter from the new school**, to notify The Center for International Services and Programs (CISP) of your intent to transfer. Upon receipt of this form, we will update your SEVIS record, thereby giving the new school access to your record.

You may be applying to many schools, but your SEVIS record can only be transferred to ONE school. Once we transfer your record out, we CANNOT retrieve it after the release date and you will have to contact the school you requested that it be transferred to. Your transfer release date will be the end of the current semester unless otherwise requested for a valid reason.

The new school cannot issue you a new I-20 until the record is transferred.

Please complete and return to CISP in UC 302

Student Information

Name: _____

SEVIS# _____

Phone: (____) _____ Email: _____@_____

New School Information

Name of School: _____

Phone: (____) _____ Fax: (____) _____

Transfer Release Date: _____ Program Start Date: _____
mm/dd/yyyy mm/dd/yyyy

I am requesting a “release date” earlier than the end of the current term because:

Please remember to attach a copy of your admission letter from the new school.

I give permission for CSU to release the information requested on this form:

*****Signature _____ Date: _____

FOR CISP USE ONLY Make copy of form for student. Place original in “Transfer SEVIS” file.

SEVIS updated on _____ by _____ with a transfer release date of _____
mm/dd/yyyy DSO Initials mm/dd/yyyy