Transfer Out Request Form

International Student Office • Collin College
2800 E. Spring Creek Pkwy., G103, Plano, TX 75074
Phone: 972-516-5012 • Fax: 972-516-5048 • http://www.collin.edu/studentservices/international.html • iso@collin.edu

Purpose of Form

F-1 students may request to transfer their SEVIS record to another school. Students must seek admission to the new school and get an acceptance letter. Release date should be determined by student after taking in consideration time needed to complete the transfer at the other institution, possible travel before semester start date, the student's 60-day grace period, I-20 expiration, or and deadlines from transfer-in school. Please note, if the student is currently enrolled, Collin College cannot release the SEVIS record until one day after final exams of the semester.

Once ISO completes your transfer, we do not have access to your record. Please contact our office before the release date, if you change your mind or want to transfer to another institution.

OPT Students: For students on active Post-Completion OPT, the work authorization will end the day the SEVIS record is transferred. Students must receive new I-20 before the end of their 60-day grace period and begin new program within 5 months of SEVIS transfer or OPT completion, whichever is earlier.

Part 1: Transfer Out School Information

New School Name: _____ **School SEVIS Code:** _____
School SEVIS Code can be found on acceptance letter or by contacting their International Office.

Desired SEVIS Transfer Out Date: _____/ _____ /_____ *During school semester, earliest transfer date is date after finals.*
MM DD YYYY

Part 2: Student Information & Certification

To apply to transfer out your SEVIS record, please submit the following to ISO at G103, Plano Campus or to iso@collin.edu.

- Completed Transfer Out Request Form
- Copy of acceptance letter on official letterhead with semester start date
- If SEVIS record is terminated, email from new school's DSO agreeing to accept record in terminated status.

Print Name: _____ CW ID: _____

Date of Birth: _____ SEVIS ID: _____

I have fully completed the above information and understand the regulations regarding this process: If I have any questions, I will consult with an ISO Advisor.

Student Signature: _____ Date: _____