TRANSFER-OUT INFORMATION


*The student is responsible to keep the transfer out procedures*

**Basic Information**

When an international student transfers to a new university, their current I-20 will be released to the transfer-in school electronically. This allows students to keep the same SEVIS number. It is important for students to maintain normal status according to the immigration regulations prior and during the transfer process. Please follow the steps below according to your individual situation.

Students must also print-out the transfer-out checklist and follow the steps.

**If you are currently registered and attending classes at A-State:**

1. Be registered for full course of study as required by your program and be maintaining proper status as required by Homeland Security regulations.
2. Complete A-State’s Transfer-Out Notification Form. Students must indicate when they want A-State to transfer their SEVIS record (I-20). A-State **WILL NOT** transfer the SEVIS record all information being filled in on the form.
3. Obtain a transfer-in form from the new institution and submit to the Office of International Student Services to complete.
   a. This form will not be completed unless the student has paid all of their tuition, fees, International Student Deposit, health screening fees and any other charges that have been applied to their account. **All tuition and fees are due by the 5th class day after the start of the semester.**
   b. This form will be submitted by International Student Services to the new school. Please note it can take International Student Services upto 5 days to complete this form.
4. Submit an original acceptance letter from the new institution.
5. Students transferring in the middle of the semester or after registering for classes must go to the Wilson Advising Center and complete the withdrawal process. Student must then present the withdrawal papers to International Student Services.
   a. In order to be withdrawn, students must have paid all fees, tuition, etc. with the university.
   b. Students who do not withdraw, or follow the correct time-line to withdraw can receive failing grades on their transcripts.

**If you are transferring in “initial” status and have not enrolled in classes at A-State:**

1. Report to A-State in person or by phone or email.
2. Obtain a transfer-in form from the new institution and submit to International Student Services to complete. This form must be turned in prior to the start date listed on A-State’s I-20.
3. Complete A-State’s Transfer-Out Notification Form. Students must indicate when they want A-State to transfer their SEVIS record (I-20). A-State **will not** transfer the SEVIS record without this date being filled in. A U.S. living address is also required.
4. Submit an original acceptance letter from the new institution. The start date of the new school cannot be more than 30 days from the date of the student’s arrival in the U.S. The acceptance letter must indicate the start date.
5. Copy of I-94 card and I-20

**PLEASE BE AWARE THAT ONCE WE HAVE A COMPLETED APPLICATION PACKET IT CAN TAKE UP TO 5 BUSINESS DAYS TO TRANSFER YOUR SEVIS RECORD. YOU MUST ATTEND CLASS OR OTHERWISE MAINTAIN YOUR F-1 STATUS UP UNTIL THE DATE OF TRANSFER. FAILURE TO DO SO WILL RESULT IN TERMINATION OF STATUS.**
TRANSFER-OUT INFORMATION

Revised: February 5, 2016

The student must follow all steps and in order to complete the transfer-out process.

1. _______ Be registered in a full course of study and be maintaining status.

2. _______ Pay ALL charges on your account. Must have a zero balance before starting the transfer-out process. The Office of International Student Services WILL NOT complete step 4 without all charges being cleared.

3. _______ Pay the health fee and tuition deposit which are separate from your account. You must collect a form in the Office of International Student Services to pay for these two items. The Office of International Student Services WILL NOT complete step 4 without these two items being paid.

4. _______ Obtain a transfer-in form from the new institution and submit to the Office of International Student Services to complete. The student must complete the top part of this form. For any questions regarding this form, you must speak to the new institution you are going to because this is their form.

5. _______ Complete A-State’s transfer-out form and transfer-out survey and submit to the Office of International Student Services at A-State. Incomplete transfer-out forms will delay the transfer-out process which could lead to the student being TERMINATED.

6. _______ Receive an acceptance letter from the new institution and submit to the Office of International Student Services at A-State. The acceptance letter MUST show the start date. For any questions regarding this letter, you must speak to the new institution.

7. _______ Students transferring in the middle of the semester or after registering for classes must go to the Wilson Advising Center and complete the withdrawal process.

Student Issues

- At all times, a student is responsible for maintaining his or her immigration status.
- The above information is subject to change.
- The above information is not an exhaustive list pertaining to transferring out.
  - For comprehensive information regarding policies, regulations, and procedures, students can visit: www.uscis.gov, www.ice.gov, or speak with the international office.
- At all times students are responsible for properly informing the DSO of their immigration status and academic status (as pertaining to immigration matters).
TRANSFER-OUT INFORMATION

All non-immigrants in F-1 or J-1 student status at Arkansas State University are required by federal regulations to notify International Student Services if they are ending enrollment and transferring to another university. Failure to notify International Student Services of your plans may result in your SEVIS immigration record being terminated for failure to enroll!

Name: ____________________________ First (Given) ____________________________ Middle ____________________________

Student ID: ____________________________ SEVIS #: N 0 0 ____________________________

E-mail Address: ____________________________ Immigration Status: □ F-1 □ J-1

Current Address: ____________________________

Name of New School/University: ____________________________

Start Date of New School/University: ____________________________

ONLY FILL OUT THE NEXT SECTION IF YOU HAVE AN ACCEPTANCE LETTER

The release date should be before the start date of the new institution. Students must coordinate the transfer dates with the new institution. Once the student’s record has been released A-State may not be able to retrieve it.

SEVIS Release Date: ____________________________ Are You Graduating? □ Yes □ No

SEVIS Code of New School: ____________________________

Will you travel outside the U.S. before going to your new School: □ Yes □ No

By signing below, you agree to the above information and the rules set forth in Arkansas State University’s transfer out procedures. You also agree to A-State transferring your SEVIS record to the new institution on the date indicated above.

Student Signature: ____________________________ Date: ____________________________

DO NOT WRITE HERE OFFICE USE ONLY:

Paid Intl Student Deposit _____ Has Acceptance Letter _____
Account Balance Cleared (Financial Guarantee?) _____

Stamp Here

Staff Initial _____
TRANSFER-OUT INFORMATION

1. What country are you from?

____________________________________

2. What level are you currently enrolled in?

☐ ESL  ☐ Undergraduate  ☐ Graduate

3. How many semesters have you attended A-State? (Duration of studies)

____________________________________

From ________________ To ________________

4. What university are you transferring to?

Institution Name: ________________________________

Address: ________________________________

____________________________________

5. Why are you transferring out?

i. ________________________________________________

ii. ________________________________________________

iii. ________________________________________________

Thank you for attending Arkansas State University. We value and appreciate your feedback.

For More Information
Office of International Student Services
Email: International@AState.edu
Phone: +1-870-972-2329