

Transfers must be reported in SEVIS even when transferring to a different campus within the same school system.

Five Easy Steps to Transfer Out:

- On the Student Information page, click transfer out.
- Set the transfer release date (the date the record is to be transferred).
- Click Select and type in the school name to find the transfer-in school – verify using the school code.
- Enter any helpful remarks if desired.
- Click “Transfer Student” to complete.

Note:

- Student must begin new program at next available session start date or within five months of transfer out date or previous program completion date, whichever is earlier.
- Transfers may be canceled anytime prior to the transfer release date.
- To cancel a transfer-out, click on the link “Cancel Transfer” on the Student Information page.
- Transferred-out records will be listed as Deactivated.

Student Responsibilities:

- Provide DSO at transfer-out school written confirmation of acceptance to transfer-in school.
- Inform DSO at transfer-out school of intent to transfer.
- Provide contact information of DSO at new school.
- Provide current Form I-20, “Certificate of Eligibility for Nonimmigrant Student Status,” and Form I-94, “Arrival/Departure Record,” to school official at transfer-in school.

DSO Responsibilities:

- Verify student was accepted to transfer-in school and that the student has maintained status at your school.
- Confirm transfer-In school’s school code in SEVIS.
- Verify and set transfer release date in SEVIS.
- Transfer student record in SEVIS.
- Check student lists in SEVIS under Students Transferring Out.



If a student is accepted to another SEVP-certified school, a DSO may NOT refuse to transfer the student’s SEVIS record for any reason, including financial or business reasons.

For more information, visit: <http://www.ice.gov/sevis/f1-transfers>