Transferring Out F-1 Students in SEVIS

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" to search for the transfer-in school; choose one radio button:
  - Enter school name to search by name.
  - Enter school code to search by code.
- Enter any helpful remarks if desired.
- Click “Transfer Student” to set the transfer release date.

**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.
- After the transfer release date, transferred-out records are listed as Deactivated.

**Student Responsibilities:**
- Provide DSO at transfer-out school written confirmation of acceptance to transfer-in school.
- Provide contact information of DSO at new 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 detailed information, please see related articles on the SEVIS Help Hub.