

SEVIS RECORD TRANSFER OUT FORM

In order to transfer your SEVIS record to another school within the United States, please complete the following steps:

1. Complete this form and submit this to ISSS at the Center for International Education.
2. Attach a copy of your admission letter to your new school and the new school's SEVIS transfer form.

Important notes

- If you are currently on OPT, your employment authorization will end on the date your record is transferred to the new school.
- Your SEVIS record must be transferred to the new school within 60 days of the last date of study at Xavier.
- If you are transferring without attending Xavier University, you must transfer within 30 days of the beginning date of your Form I-20. Also, you must send a copy of each of the following documents: visa, passport, both sides of your I-94 card and Form I-20, as well as a current address in the United States.
- You must begin your studies at the next possible start date at the new school. Your break cannot be longer than 5 months.
- Upon receipt of the documents above, we will transfer your SEVIS record to the new school, which will issue you a new Form I-20. You do not need to repay the SEVIS fee.
- Once your record is transferred to your new school it is very difficult to reverse the transfer.

If you have any questions, please contact your International Student Advisor at international@xavier.edu, or via phone, at (513) 745-2864.

Part I: Xavier School Information

First Name: _____

Student ID: _____

Family Name: _____

Please check below. I am an (a)...

E-mail: _____

- Intensive English Program (IEP) student
- Exchange or BSMP student
- Undergraduate student
- Graduate student
- International Scholar

Phone: _____

Last Term Enrolled at Xavier: _____ (i.e. Spring 2010, Fall 2011, etc.)

Last Date of Enrollment at Xavier: _____ (MM/DD/YYYY)

When Would You Like Us To Transfer Your SEVIS File? _____ (MM/DD/YYYY)

Reasons for Leaving Xavier University: _____

What did you enjoy the most about Xavier? _____

What did you dislike about Xavier? What can Xavier do better? _____

Part II: New School Information

Name of New School: _____

Address of New School: _____

Name of Contact Person at New School: _____

E-mail of Contact Person at New School: _____

Phone of Contact Person at New School: _____

SEVIS School Code of New School: _____

Beginning Date of Classes at New School: _____ (MM/DD/YYYY)

I hereby authorize Xavier University to transfer my SEVIS record to the school listed above.

Student's Signature: _____ Date: _____ (MM/DD/YYYY)

Intake:

Received by: _____

Date: _____

- Take in request and tell student/scholar this request may take up to 3 business days.
- Tell student/scholar that they will be emailed once the request is completed.
- Mark the request on the CIE Stats page for the "Intake Date" above.
- Place into INTAKE bin if you are not ready to assign this request.

- Pull the File.
- Clip Request onto the top of the File.
- Assign to Appropriate ISSS Staff :
 - ISSS Advisor: Undergrads, IEP, Other F-1s
 - ISSS Assistant Director: Grads, Exchanges/BSMP, Scholars, Other J-1s

ISSS Staff:

Look over student's Unofficial Transcript: Check for Fulltime Enrollment & Maintenance of Status.
Check for any HOLDS
Fill out the new school's Transfer form if available. Verify Admission.
If everything looks good, go into SEVIS and authorize the Transfer.

Go into Banner (INB), Type GOAINTL
Input Today's Date of Action, SAVE
Red Dot the folder and file in ISSS Advisor's office

Dispatch:

- FAX to the new school the Transfer Form if applicable.
- Make a copy of the new school's Transfer Form in GREEN.
- Staple the Request together and place it into the file.
- Email the student/scholar that their request is completed. If there are any products (the new school's Transfer Form) for them to pick up, please let them know it's ready for them to pick up at the front desk during our office hours.
- Place any documents, letters, or other products in the file cabinet at the front desk for pick up.
- Red Dot the folder & File the folder in ISSS Advisor's office (back cabinets)

Notes: