



Request to Transfer OUT in SEVIS

International Students in The Tseng College

After the last day of a session, you have a 60-day grace period to leave the United States or to transfer to another school. If you transfer out before completing all of the session(s) you have paid for, you are NOT eligible for a refund of any tuition paid. Exception: IEP students admitted to CSUN.

Submitting this form, along with written proof of admission to another school, confirms that you want and expect to be transferred to the school indicated on this form.

Students who travel out of the U.S. while between schools must use the new school's I-20 to reenter the U.S. If you plan to travel while between schools, work with your new school to see how to receive your new I-20, either before you leave the US or while out of the country, so that you can use it to re-enter the United States.

I have read and understand the above. _____
Signature _____ Date _____

Fill out and submit this form along with written proof of admission to the new school you definitely want to transfer to. Submit by email or in person (or fax) to the Office of Admissions, Registration and Client Services (ARC) at least one week prior to the end of your 60-day grace period.

Name _____ CSUN ID _____

Today's Date _____ Name of transfer-in school _____

Expected Transfer (Release) Date _____

Also submitted a Transfer Form to be filled out and _____ Emailed or _____ Faxed TO NEW SCHOOL.

ARC – Location, Hours & Contact Info

ARC is on the Second Floor of the Extended University Commons (EU) Building

Hours: 8:00 am – 5:00 pm Monday through Friday

p. (818) 677-2504

fax (818) 677-2288

danielle.g.keesee@csun.edu lesa.green@csun.edu ayda.vardumyan@csun.edu or collexl@csun.edu

NOTE:

- ◆ Requests received during the last week of a student's grace period will still be accepted but there is no guarantee that the request can be processed before the 60-day grace period ends.
- ◆ SEVIS transfers can be processed in advance. A transfer can be requested and proof of admission can be submitted weeks or months before the end of the current semester or session. However, the actual RELEASE DATE is scheduled for the last day of school or up to 60 days after that day. The new school cannot issue the new I-20 until the release date, but they can see the names of students, and their release dates, of those who are transferring into their school in SEVIS.

For office use only

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Transferred out in SEVIS on _____ Date _____ DSO's initials _____

RELEASE DATE is same day as above <or> the future release date is _____

Informed student of transfer via *email* *CC'd student* *in person* *3rd party* on _____ Date _____ Initials _____

Also, filled out SEVIS transfer form and sent it to new school by FAX / EMAIL

CC'd student on email sent to school

Student hand-carried transfer form Date _____ DSO's initials _____