

**TRANSFER OUT FORM:** All International Students transferring to another school in US need to transfer his/her SEVIS record to the new school.

Last Name	First Name
University	Major
	Degree

If you plan to transfer from Methodist University to another U.S. school, you must notify the IPO (your “current school”) of your intent to transfer and to indicate the school to which you intend to transfer (your “transfer to school”).

**IMPORTANT NOTES:**

- You must **attach a copy of the acceptance letter from the school to which you plan to transfer**
- Although you may be applying to multiple new schools, IPO will specify **only one school** to where you plan to transfer
- Your transfer release date will be the end of the current term or session, unless you can document your need for an earlier release date
- Your transfer school will not be able to issue you a new SEVIS I-20 Form until the transfer release date
- If you decide to cancel your school transfer you must notify IPO before your transfer release date.** Once the transfer release date has been reached, IPO will no longer have access to your SEVIS record

**NEW SCHOOL INFORMATION**

Name of School: \_\_\_\_\_ Transfer School SEVIS Code: \_\_\_\_\_

School Branch Location (if applicable): \_\_\_\_\_

School Address: \_\_\_\_\_

Point of Contact: \_\_\_\_\_ Phone: ( \_\_\_\_ ) \_\_\_\_\_ Fax: ( \_\_\_\_ ) \_\_\_\_\_

Transfer Release Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Program Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

I am requesting a “release date” earlier than the end of the current term because: \_\_\_\_\_

\_\_\_\_\_

**I, \_\_\_\_\_, give permission for IPO to release the information requested on this form.**

Student’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SEVIS updated on \_\_\_\_/\_\_\_\_/\_\_\_\_ by \_\_\_\_\_ with a transfer release date of \_\_\_\_/\_\_\_\_/\_\_\_\_