

SEVIS Transfer Out Form

Students in F-1/J-1 status with an I-20/DS-2019 issued by Youngstown State University, who wish to begin a program at another U.S. school, must request an electronic transfer of their SEVIS record from the International Programs Office (IPO).

IPO needs ALL of the following documents to be submitted together before accepting the transfer out request:

- This completed Transfer-Out Form indicating the transfer school's SEVIS program number (REQUIRED).
- Acceptance/admission letter to the new school. A copy or scan is acceptable (REQUIRED).
- Transfer-In Form from new school (if applicable). Contact your new school to find out if they have a form for IPO to complete.
- If on OPT, submit a copy of your EAD card.

You must choose the date that IPO will release your record in SEVIS. Prior to deciding on a release date, consider the following:

- **F-1 students:** The release date should be after you complete your studies at YSU, but *before* the end of the 60-day grace period.
- **J-1 students:** The release date must be prior to the end of your program or end date on the DS-2019.
- The transfer-in school cannot issue your new I-20/DS-2019 until the release date has been reached. If traveling internationally after the SEVIS release date, you must use the I-20/DS-2019 issued by your new school to re-enter the U.S.
- **Optional Practical Training (F-1 students), Academic Training (J-1 students) and/or on-campus work authorization will end when the release date is reached.**

Be certain of the school you will transfer to and the effective transfer out date before submitting the transfer out paperwork. IPO cannot make any changes after the release date has been reached. For questions about your transfer, email (iss@ysu.edu) or call 330-941-2336.

1. Name: _____ Y Number: _____

2. Email: _____ Phone Number: _____

3. Last term attended at YSU: _____

4. Reason for leaving YSU: _____

5. Transfer School Name: _____

6. Transfer School's SEVIS Program Number (required – ask your new school for this):

7. The school has a transfer in form (attached to this transfer request) does not have a transfer in form

8. REQUESTED RELEASE DATE (required): _____ (mm/dd/yyyy)

(This is the date your new school will have access to your SEVIS record and can issue a new I-20 for you.)

Signature: _____ Date (mm/dd/yyyy): _____