
TRANSFER-OUT REQUEST FORM

If you are currently studying at Oberlin College on an F-1 visa, and you intend to transfer to another school in the United States, you need to meet with a designated school officials (DSO) in the Office of International Student Services as soon as possible. Please read the regulations on this form, complete it, and bring it to your appointment—or, if you’ve already met with a DSO, drop it off in Peters 205.

Last name	First name	Middle initial
T number	E-mail address	Date
U.S. school to which you intend to transfer. Be as specific as possible, as many U.S. schools have multiple campuses.	First day of classes next semester (MM/DD/YYYY)	Transfer out date (MM/DD/YYYY)

For pending graduates, we advise a transfer release (or transfer out) date after commencement. Students travelling outside the United States after commencement often request a transfer release date 1-2 days after their flight home, and request that the transfer-in school send the new I-20 to their home address. Students who plan to stay in the United States often request a transfer date the Tuesday after commencement, and request a new I-20 from their new school as soon as possible after that date. Students who are on OPT or plan to work on campus over the summer should consult with a DSO before selecting a release date.

I hereby authorize the designated school officials at Oberlin College to release my SEVIS record to the school I have indicated above by the transfer release date noted above. I have read and understand the regulations below.

Student’s signature: _____ Date: _____

DSO’s signature: _____ Date: _____

SEVIS TRANSFER REGULATIONS

You can apply to multiple schools, but our office can release your SEVIS record to only one school.

The DSO must initiate the transfer process in SEVIS within the applicable time frame noted below:

- within 60 days of the program end date on your I-20, if you have completed your degree requirements.
- within 60 days of the end date on your employment authorization document, if you are on OPT.
- within 30 days from the start of the semester during which you will NOT be enrolled at Oberlin College.

Once you have determined the school you’ll be attending, make an appointment with a DSO to determine your transfer release date. After the release date, our office will not have access to your SEVIS record. If you wish to cancel the transfer or change the transfer school, you must do so before the release date. You will otherwise need to make arrangements with the school to which your record was transferred.

For transfer-out requests in order to pursue the same degree (e.g., BA) at another school: the release date—and the day you begin classes at the transfer-in school—can be no later than five months after your last day of classes at Oberlin.

For transfer-out requests from pending or recent graduates: the release date—and the day you begin classes at the transfer-in school—can be no later than five months after your program end date at Oberlin.

Please speak to a DSO at the new school to ensure you understand their enrollment requirements. To complete the transfer process, contact a DSO at the new school within 15 days of the program start date noted on your new I-20. Otherwise, you will lose your lawful F-1 student status.