



TRANSFER OUT

Request Form

Students who would like to transfer to another SEVIS-approved school must provide an official request to have their SEVIS record transferred. Students who have completed their studies at College of San Mateo must request to have their SEVIS record transferred **by the end of the 60 day grace period**. Students are eligible to transfer out under the following circumstances:

- Student must submit a copy of the following documents from the NEW institution they wish to transfer to:
 1. Acceptance Letter
 2. Transfer Form (if applicable)
 3. SEVIS Institutional Code for the New Institution
- Student must be in active SEVIS status. If the student is not in active SEVIS status, the student should consult with IEP staff regarding their immigration status.
- Student must enroll in the transfer out school in the next available term within 5 months of last enrollment at College of San Mateo.
- Once the SEVIS record is transferred, the student is no longer eligible to continue studying and/or working at College of San Mateo.

TO BE COMPLETED BY THE INTERNATIONAL STUDENT

This is to inform the International Education Program that I _____
NAME

will be transferring to _____,
TRANSFER SCHOOL NAME

SEVIS institution code _____ (You may find the SEVIS code in your acceptance letter / transfer IN form from the NEW institution.)

My last semester of attendance at College of San Mateo:

Fall _____ Summer _____ Spring _____
YEAR YEAR YEAR

I understand that this information will be entered into the SEVIS reporting system. All SEVIS records will be transferred to the transfer school after the completion date of the current semester. The transfer school will then be able to issue me a new transfer SEVIS I-20.

Student Signature _____

Student G Number _____ Date _____

MM/DD/YYYY