

# Transfer Out Request Form

## PART I - TO BE COMPLETED BY THE STUDENT

I, \_\_\_\_\_,  
PRINTED NAME: LAST/FAMILY NAME FIRST MIDDLE SEVIS ID NUMBER

wish to inform Cairn University that (check one):

I was admitted to: \_\_\_\_\_

I have applied and expect to be admitted to:

\_\_\_\_\_ for \_\_\_\_\_  
SCHOOL NAME SEMESTER/TERM/YEAR

I request that my SEVIS record be released to that school on \_\_\_\_/\_\_\_\_/\_\_\_\_ (I understand that the earliest date my record may be released is the end of the current term).

I will complete/completed (circle one) my program of study/Optional Practical Training (circle one) on \_\_\_\_/\_\_\_\_/\_\_\_\_.

## STATEMENT OF UNDERSTANDING

*I understand that:*

1. On the release date, the responsibility for my SEVIS record transfers to my new school. Cairn University may not access my record in any way.
2. Should my plans change, I will contact Cairn University *prior* to the release date, or my new school if after the release date.
3. *If I am engaging in Optional Practical Training after completion of studies*, I know that my work authorization automatically ends on the date my SEVIS record is released to my new school regardless of the dates indicated on my EAD (Employment Authorization Document). Should I continue to be employed on OPT after the release date it would be a violation of my F-1 status.
4. I must obtain a new Form I-20 from my new school as soon as possible after the release date. My old I-20's must be retained as records. Should I wish to travel, I must use my new school's I-20 to reenter the U.S.
5. I am required to enroll full time at my new school by the program start date on my new Form I-20.
6. I am required to report to the Designated School Official at my new school not later than 15 days after my program start date.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
DATE