



University of Washington Educational Outreach
International & English Language Programs

THIS FORM MUST BE SUBMITTED WITH WRITTEN PROOF OF ACCEPTANCE FROM YOUR NEW SCHOOL

TRANSFER OUT FORM

If you plan to transfer from UW Educational Outreach to another school, you must use this form to notify an International Student Advisor of your intent to transfer. When we receive this completed form, we will update your record in SEVIS.

- You may be applying to many schools, but your SEVIS record can only be released to ONE school.
- Once we release your record in SEVIS, we CANNOT retrieve it after the release date and you must contact the school you requested it be transferred to for assistance.
- **IF YOU ARE NOT SURE WHICH SCHOOL YOU WANT TO TRANSFER TO, DO NOT TURN IN THIS FORM!**
- Your transfer release date will be the last day of the current quarter unless you request otherwise for a valid reason.
- **This form must be submitted at least two business days BEFORE the end of your 60-day grace period!**

PLEASE COMPLETE ALL SECTIONS OF THIS FORM AND RETURN TO UW IELP.

Student Name: _____ UW ID #: _____
First Name Last Name

SEVIS ID #: N _____ (this number is listed on the top right corner of your I-20)

Phone #: _____ E-mail address: _____

1. I will transfer out of University of Washington Educational Outreach and will start my new school beginning:
 Autumn Winter Spring Summer YEAR: _____

*****NOTE: You must begin studies at the new school on their next available start date.*****

2. I am requesting transfer to the following school:

Name of School (as it appears in SEVIS): _____

Name of International Student Advisor (DSO): _____

School Phone #: _____ School Fax #: _____

3. I request that my SEVIS record be released on: _____
Month/Day/Year

If you are requesting an early release date (before the end of the quarter), please explain why:

4. I authorize University of Washington Educational Outreach to release my records in SEVIS to the school listed above and understand that once a transfer is initiated, it cannot be reversed. I also understand that after my SEVIS record has been released, I can no longer use my UWEO I-20. If I leave the U.S. while my transfer is still pending, I must re-enter the U.S. using an I-20 from the new school.

Student Signature: _____ Date: _____

FOR UW IELP USE ONLY:

- 1) Make copy of form for student (if student requests a copy when they turn it in).
- 2) Enter release date in SEVIS. Be sure to transfer record to correct campus! (Request School Code if unsure)
- 3) Place original form in student's file.
- 4) Enter notes on pink student contact sheet re: Transfer-Out school and release date.
- 5) Add student to current year's "Transfers Out" list in S:\ADMIN\ISA\LIST.

SEVIS updated on: _____ by _____ with a transfer release date of: _____
mm/dd/year DSO initials mm/dd/year