

Transfer Out Request

What is transfer out?

A student who is maintaining valid F-1 status may transfer from one DHS-approved school to another by following the transfer procedure. You must submit a request to International Student & Scholar Services to transfer your SEVIS record to the new institution to begin your studies with the new school.

How do I request transfer out?

To request transfer of your SEVIS record, complete the “Transfer Out Request” E-Form using the UAtlas link found at iss.utah.edu. You will receive an email when it has been processed.

What do I need to submit with my E-form?

You must submit the acceptance letter from the new school that states the start date of the program. If your school is requesting a Transfer Eligibility form to be completed before they issue you an acceptance letter, please include this form in your e-form application.

You will need to choose your SEVIS record release date. This can only be a future date. If you need to change the release date after ISSS has already approved your transfer out request, please contact ISSS.

If your new institution provides a Transfer-In Eligibility document, you will need to upload it to your e-form. If your new school has an online transfer-in form, please forward that to international@utah.edu

When can I transfer out?

If you are currently enrolled at University of Utah, ISSS needs to maintain your SEVIS record until the last day of the semester. Please discuss with your new school to find out when they need your SEVIS record to issue you a new I-20.

If you are graduating, ISSS must release your SEVIS record within 60 days from your program end date on your I-20.

If you are on OPT, please keep in mind that your OPT will automatically end on the release date you provided to ISSS. You are no longer eligible to work on OPT in this case- please cease any employment, on or off campus, previously authorized by the University of Utah.

If your OPT has ended and you are in your grace period, ISSS must release your SEVIS record within 60 days from your last day of OPT.

Can I transfer back to University of Utah?

Once your record is transferred out to another institution but you wish to transfer back to University of Utah, you will need to be readmitted to University of Utah. Please contact [International Admissions Office](#) for admission process and requirements. Please talk to the institution that currently holds your SEVIS record regarding transfer out process.

Important Reminders

- After your record has been released to the new institution, you must cease any employment, on or off campus, previously authorized by University of Utah. If you wish to be approved for CPT, any on-campus employment, and/or OPT, please speak to the new school that holds your SEVIS record.
- **5 Months Rule:**
 - The initial start date on your new I-20 from the new institution must be within 5 months of the end of the course of study at University of Utah, or within 5 months of the release date set by University of Utah, whichever is earlier.
 - For students on OPT, the course of study must begin within 5 months of the end of OPT, or within 5 months of the release date set by University of Utah, whichever is earlier.
- If you are planning to travel after transferring your SEVIS record, please inform your new institution. It is very likely they will issue you a new I-20 with a new record and you will not need to transfer out your SEVIS record.
- If you are a sponsored student, please meet with ISSS advisor to discuss about your situation.

Before You Leave

- Do you need to close your housing contract?
 - If you are currently living on-campus: Have you discussed your situation with Housing, and cancelled your contract with HRE? Have you paid your housing bill, and any other associated fees?
 - If you are currently living off-campus: Have you discussed your departure with your roommates? Does your landlord know that you are moving out, and have you made the steps to remove yourself from the lease? Do you have a plan for collecting your deposit? Are there any utility bills currently in your name that need to be cancelled or transferred to a roommate?
- Have you paid all of your debt with the university (e.g. tuition, parking, student health, etc.)?
- Have you taken care of all of your holds? Holds may prevent you from obtaining your transcript. It is a good idea to take care of them before you leave University of Utah
- Have you spoken to your academic department at your new university about how to transfer your U of U credits? Depending on your situation, it may be a good idea to collect/save syllabi for your records, because sometimes these are required to turn in to the new university for transfer credit purposes.
- Do you need to close your bank account?
- Do you need to forward your mail with USPS to another U.S. address?
- Contact Registrar's Office if you want copies of your transcript for personal record. You can obtain them after you graduate as well.

***Disclaimer:** International Student & Scholar Services (ISSS) provides support and information related to U.S. immigration laws and regulations related to F and J status at the University of Utah. ISSS staff are not attorneys and any information provided by ISSS should not be construed as legal advice. Individuals are welcome to consult a qualified immigration attorney for specific legal advice, particularly in complicated cases. For a list of local Utah attorneys please visit our website [here](#).*

***Maintaining Status:** USCIS states that it is the student's responsibility to understand the rules and regulations governing their visa [see 8 CFR 214.2(f)].*