

TRANSFER OUT Guide

Eligibility Requirements for your SEVIS record to be transferred

- You must maintain your status in the U.S. (passing classes, enrolled full-time, no unauthorized employment, etc.)
- You must be accepted and starting at the new school within the allowed timeframe. Some students have a “grace period” in which to transfer but other students do not. Ask an advisor about your case if you have questions.
- You must not be gone from the U.S. more than five months.

Grace Period for some students

Not all students will have a 60-day “grace period” in which to transfer. Students who are not eligible for a grace period might need to transfer and start classes at the new school more quickly, the quarter right after they stop studying at Seattle Central. Or, they might need to return home then get a completely new SEVIS record from their next school.

Travel while transferring

If you plan to travel outside the U.S. in between schools and are concerned about getting a new I-20, please talk to your advisor. You can request that the new school send your “Transfer-Pending” I-20 to your home country address, and then re-enter the U.S. with this new school’s I-20. Please note that your Seattle Central I-20 will be invalid for travel as of the last day of your attendance.

Steps to Transfer (keep this page for reference!)

- **Apply to new school(s)**
 - Submit application, financial documents, transcript, anything needed by the new school before their deadline
 - You can apply to more than one school; if you are applying to universities, we always recommend applying to 3-5 schools or even more depending on your major (e.g. is it a competitive major?), grades, and other factors
- **Immigration form for new school:** Most schools will send you a form to collect information about your immigration status. Different schools have different titles for the form, e.g. Status Verification; Transfer-In form; Transfer Clearance Form, etc. **You fill out the student section, then bring it to the IP Office.** Your advisor will fill out the advisor section and send it directly to the new school. This is usually done before you are accepted.
- **Get accepted!** If you get accepted to more than one school, you need to choose which one you will transfer to. We can send the SEVIS record only once. Talk to your advisor if you have questions.
- **SEVIS Release form and copy of Acceptance Letter:** After you decide which school you will attend, fill out the SEVIS Release Request form (attached). Submit it to the IP Office, with a copy of your acceptance letter for that school.
- Your **SEVIS record** will be transferred to the new school, typically the day after the quarter ends. Check the Seattle Central calendar on the college website to find out the quarter end date.
- **“Transfer-Pending” I-20 from new school:** Your new school will issue an I-20 that says “Transfer-Pending” as the issue reason. It can be used for travel. You will later get a final “Continued Attendance” I-20 after the transfer process is complete and you have reported to the new school.

CHANGE OF PLANS: If you think you will fail classes, or if you change your mind

- If you will fail any classes or even THINK you might fail in your final quarter, it’s very important to talk to an advisor about your options! You might be eligible for an extension but you must request it before the quarter ends.
- If you change your mind about the transfer, talk to your advisor. If the SEVIS record has not been released (sent) yet, we can cancel the transfer. If it has already been released, you will need to talk to the new school and ask them to send your record to another school.
- If you do not communicate with your advisor, your transfer may be cancelled and you may fall out of status.