

TRANSFER-OUT PROCESS

If you have been a Southeastern student on an F-1 non-immigrant visa and you wish to transfer to another school in the U.S. or continue on to graduate school at another U.S. university, please follow these instructions:

1/ Confirm that the school you are planning to attend meets the following qualifications:

- It is regionally accredited in the U.S.; if not, you jeopardize the value of your final degree and your ability to attend a U.S. graduate school in the future;
http://www.k12.wa.us/certification/colleges/reg_accred.html
- It is SEVIS-certified (DHS-approved) for the acceptance of F-1 students:
<http://studyinthestates.dhs.gov/school-search>

2/ Meet with PDSO to notify her of your intent to transfer. You'll need to provide her with your acceptance letter from the transfer-in school plus a form given you by the transfer-in school's DSO which the SEU DSO will need to complete. Information needed by SEU's DSO includes the exact name of the transfer-in school plus their SEVIS school code, and the name and contact info for the DSO at the transfer-in school. You'll also need to determine your SEVIS release date, after which SEU will no longer have access to your record and the new school will be able to access it.

3/ The SEU DSO will then access your SEVIS record and enter a Transfer Release Date. This will be the date on which the SEVIS record will transfer to the new school, and is usually the end of the last term the student will be at the transfer-out school. The transfer-in school cannot access the record until the transfer release date is reached. The DSO will also enter the name and school code of the transfer-in school.

4/ Upon reaching the transfer release date, the DSO at the transfer-in school will issue and send the student a transfer-in I-20. The student must check in with the DSO at the transfer-in school within 15 days of the new program start date, with all documents in hand (passport, visa, transfer-in I-20).

NOTE: TO BE ELIGIBLE FOR TRANSFER...

- The student must be maintaining status at his or her current school
- The student has been admitted by the transfer-in school, and the course of study at the transfer-in school must begin within 5 months of the end of the course of study at the transfer-out school, or the release date set by the transfer out school, whichever is earlier
 - For students on OPT, the course of study must begin within 5 months of the end of OPT, or the release date set by the transfer-out school, whichever is earlier

Questions? Contact Jan Hurndon, International Students Coordinator, at jphurndon@seu.edu or 863-667-5215