

I-20 Transfer Out Request Form

If you are planning to transfer to another university, before you depart HSU, you must:

1. Notify the Center for International Programs (CIP) of your intent to leave HSU immediately. If you do not register for the next session in the first 30 days and we have not been notified of your intent to leave, your SEVIS record will be terminated, which makes you unable to transfer to another school.
2. Show proof of acceptance at the new school and complete this form before we can process your transfer.
3. Withdraw from all courses. If you do not withdraw from courses you have registered for, you may be charged tuition and fees even if you do not attend. A refund may not be possible if you withdraw too late.
4. Pay all outstanding bills (phone, utilities, housing, & registration fees) at HSU, or you will not be able to obtain official transcripts from the Office of the Registrar.
5. Update your address with HSU on your Student Center so that important documents can be sent directly to your new address.

Instructions

If you plan to attend another school in the U.S. you must request that your SEVIS records be released in order to receive your new I-20 or DS-2019 from your next U.S. school. Please submit this form to the Center for International Programs (CIP) along with a copy of your acceptance to the other university so we can release your SEVIS records. Once your record has been released, HSU will no longer have access to your SEVIS records. Your record will not be transferred unless we have your written permission.

Before completing this form, it is important to:

- ✓ **get admitted** to the next school as you must show proof of admittance; and
- ✓ **decide for sure** which school you will transfer to before requesting this transfer.

Student Information

Student name: _____ HSU ID #: _____

Full name of the school you are transferring to: _____

Address of the school you are transferring to: _____

School code or program number of the "transfer to" school: _____

Transfer contact person's name and phone number (DSO or RO) at the new school:

What type of program will you enroll in? Intensive English Language Bachelor's Master's

Date you plan to begin studies at the new school: _____

Anticipated last day of attendance at HSU: _____

Date you request your records to be transferred: _____

I request that Humboldt State University and the Center for International Programs release my SEVIS records to the school named above.

Signature: _____ Date: _____

For Official Use Only: SEVIS record transferred out _____ Date & Initials