



# F-1 Transfer-Out Form

To be completed by student:

Print Name:	Last/Family	First	Middle
N _____	_____	_____	_____
SEVIS number	SS#/Student ID #		

Reason for Transfer: \_\_\_\_\_

I wish to inform C.W. Post, LIU, that:

I was admitted to \_\_\_\_\_  I applied and expect to be admitted to \_\_\_\_\_  
\_\_\_\_\_ for the \_\_\_\_\_  
School Name semester/term/year

and request that my SEVIS record be released to that school on \_\_\_\_\_.  
*(I understand that the earliest date my record may be released is upon grade and status certification by the DSO)*

**PLEASE ATTACH AN ADMISSIONS LETTER FROM YOUR TRANSFER UNIVERSITY TO THIS FORM.**

**Please check all that apply**

Program of study:  have completed  will complete on \_\_\_\_\_ date

Optional Practical Training:  have completed  will complete on \_\_\_\_\_ date

I understand and agree to the following:

1. On the release date, the responsibility for my SEVIS record transfers to my new school. C.W. Post, LIU will no longer have the ability to access my record in any way.
2. Should my plans change, I will contact C.W. Post, LIU **prior** to the release date, or my new school if the release date has passed.
3. If I am engaging in post-completion Optional Practical Training, I know that my work authorization automatically ends on the date my SEVIS record is released to my new school regardless of the dates indicated on my EAD card. Should I continue to be employed on OPT after the release date it would be a violation of my F-1 status.
4. I must pay any remaining tuition balance to C.W. Post before I will be able to receive an official transcript.
5. I must obtain a new form I-20 from my new school as soon as possible after the release date. My old I-20's must be retained as records. Should I wish to travel, I must use my new schools I-20 to reenter the US.
6. I am required to enroll full time at my new school by the program start date on my new form I-20.
7. I am required to report to the Designated School Official (DSO) at my new school not later than 15 days after my new program start date.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

<b>ISS USE ONLY</b>	
Semester: _____	Credits Earned: _____