



UCI DIVISION OF CONTINUING EDUCATION STUDENT AFFAIRS & STUDENT SERVICES

TRANSFER OUT REQUEST FORM

PLEASE COMPLETE THE FOLLOWING FORM

| STUDENT INFORMATION | |
|--|--|
| TODAY'S DATE: | STUDENT ID #: |
| FAMILY (LAST) NAME: | GIVEN (FIRST) NAME: |
| CURRENT LOCAL ADDRESS: | |
| EMAIL ADDRESS: | PHONE #: |
| YOUR CURRENT PROGRAM: <input type="checkbox"/> ESL <input type="checkbox"/> CERTIFICATE <input type="checkbox"/> STAR <input type="checkbox"/> GSTAR <input type="checkbox"/> OTHER: _____ | |
| REASON FOR TRANSFER: | <input type="checkbox"/> IF OTHER (please specify) : _____ |
| INFORMATION ABOUT YOUR NEXT SCHOOL | |
| NAME OF SCHOOL: | |
| SEVIS SCHOOL CODE: | |
| START DATE OF NEW SCHOOL: | |

I am officially requesting to transfer out to the school named above and authorize UCI Division of Continuing Education to release my SEVIS record to this school. I authorize UCI Division of Continuing Education to release information about my academic, financial, and immigration records to the above named school to complete the transfer release process.

Student Signature _____ Date _____

| For Immigration Office Use Only: | | |
|---|---|--|
| SEVIS ID # | | |
| ACADEMIC PROBATION: <input type="checkbox"/> YES <input type="checkbox"/> NO | ATTENDANCE PROBATION: <input type="checkbox"/> YES <input type="checkbox"/> NO | PLACE TRANSFER ON HOLD: <input type="checkbox"/> YES <input type="checkbox"/> NO |
| COMMENTS: | | |
| <input type="checkbox"/> ACCEPTANCE LETTER FROM SCHOOL B | | <input type="checkbox"/> COMPLETED TRANSFER FORM FROM SCHOOL B |
| DATE TRANSFER FORM SENT TO SCHOOL B: | SEVIS RELEASE DATE: | |
| <input type="checkbox"/> ARCHIVE IN ISSM | <input type="checkbox"/> EMAIL STUDENT | <input type="checkbox"/> PC NOTES <input type="checkbox"/> UPDATE TRANSFER SPREADSHEET |



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TRANSFER OUT REQUEST INSTRUCTIONS

REQUESTING TO TRANSFER OUT AFTER PROGRAM ENDS

- Apply to the next school you plan to attend as soon as possible (Do not wait until after your program ends)**
 - Please apply to your new school before you begin the transfer out process. See the next page for additional information regarding the rules and deadlines of the transfer process.
- Submit the documents listed below via email to immigrationofficials@ce.uci.edu to begin the transfer out process.**
 - Completed Transfer Out Request Form**
 - Please be prepared with the EXACT name, SEVIS school code, and start date for your next school when filling out the Transfer Out Request Form.
 - Transfer In Form** from your next school (*if any*)
 - Complete the student section of the transfer in form.
 - An International Student Advisor will complete the remainder of the transfer in form and return the form to you and your new school by email.
 - Admission letter** from your next school
 - THIS IS A REQUIRED DOCUMENT in order to complete the transfer out process.

Your request to transfer out in good standing is contingent upon your final grades and attendance record. An International Student Advisor will email you once your transfer out request is complete.

REQUESTING TO TRANSFER OUT BEFORE PROGRAM ENDS

- Apply to the next school you plan to attend as soon as possible**
 - Please be sure to apply to your new school before informing us of your plans to transfer out.
 - You must be accepted to your next school's next available program and you must begin your studies at your new school before the end of the current program.
- Contact an Academic Advisor immediately at academicadvising@ce.uci.edu to discuss your plans to transfer out before your program ends.**
- Submit the documents listed below via email to immigrationofficials@ce.uci.edu to begin the transfer out process.**
 - Completed Transfer Out Request Form**
 - Please be prepared with the EXACT name, SEVIS school code, and start date for your next school when filling out the Transfer Out Request form.
 - Transfer In Form** from your next school (if any)
 - Complete the student section of the transfer in form.
 - An International Student Advisor will complete the transfer in form and return the form to you and your new school by email.
 - Admission letter** from your next school
 - THIS IS A REQUIRED DOCUMENT in order to complete the transfer process.

You must be in good academic and F-1 status and your tuition and fees must be paid in full to be authorized to transfer-out before your program ends from UCI Division of Continuing Education.

You must continue to attend your classes until you are notified that your transfer process is complete. Failure to maintain your attendance may result in dismissal and termination of your SEVIS record.

**ATTENTION: You can only request a transfer your I-20 to ONE school.
Any changes after you have submitted the Transfer Out Request Form will not be allowed.**



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TRANSFER OUT REQUEST INFORMATION

Transferring out after the end of this quarter?



Program Start Date

Program End Date



60 day grace period



End of 60-day grace period

A few reminders:

- Students have a 60-day grace period after successfully completing their program to transfer to another school.
- The student must start at the new school's next available start date.
- The next available start date cannot be more than five (5) months from the current program end date.
- Students must complete a Transfer Out Request Form in order to begin the transfer out process.
- The transfer out process can take 2-3 business days to complete after receiving all documents. Please do not wait until the final date.

Steps on transfer process:

- 1) Complete the attached Transfer Out Request form
- 2) Complete and attach the Transfer-In form from your next school (if available).
- 3) Provide both forms above by email to immigrationofficials@ce.uci.edu to begin the transfer process. An International Student Advisor will complete your new school's transfer in form and return the form to you and the new school via email.
- 4) When you receive your Acceptance or Admission letter from your next school, please send it to immigrationofficials@ce.uci.edu in order to complete the transfer process.

THIS IS A REQUIRED DOCUMENT. The transfer process cannot be completed without the acceptance or admission letter.

Your request to transfer in good standing is contingent upon your final grades and attendance record. An International Student Advisor will email you once your transfer out request is complete.