



This form should be completed by F-1 or J-1 students wishing to transfer from the University of Central Florida to another institution.

- F-1 Students: Students who are in-status have a grace period of 60 days\* following your program completion date...
J-1 students are encouraged to meet with their J-1 advisor to discuss the details of their transfer at least 30 days prior to transferring

The following documents must be submitted to the immigration advisor for your SEVIS record to be released:

- Transfer Out Form
Acceptance letter from the new institution
Transfer-In Form from the new school (if applicable)

STUDENT INFORMATION

UCF ID: SEVIS Number (from I-20 or DS-2019): NO

Visa Status: F-1 J-1

Last Name: First Name:

Preferred Email: Current Phone Number:

Current Local Address:

Academic Program: ELI GAA- Prep GAA GAA-UI Bachelor's Master's PhD Major:

TRANSFER INFORMATION

I request to transfer my SEVIS record to:

Name of Institution:

- F-1 Students: SEVIS School Code:
J-1 Students: Program Number:

International Advisor at New Institution:

Advisor Phone Number: Advisor Email:

Transfer release date: (MM/DD/YYYY) Start date at new school (mm/dd/yyyy):

Reason for transfer:

select all that apply

- Starting a new academic program Size of campus Financial reasons
Personal/family reasons Dissatisfied with academic program Dissatisfied with student services
Location of campus Dissatisfied with campus life
Other:

Additional Comments:

STUDENT CERTIFICATION

Please initial that you understand and agree to the following:

I request that UCF Global release by SEVIS record to the school listed above on the requested transfer release date.



\_\_\_\_\_ I give permission for UCF Global to communicate with my new school regarding my transfer.

\_\_\_\_\_ Once my SEVIS record is transferred to the new school, I must contact the new school to obtain my new I-20 or DS-2019. UCF will no longer have access to my SEVIS record on the date of my transfer release.

\_\_\_\_\_ If I am on Optional Practical Training (OPT), Curricular Practical Training (CPT), Academic Training (AT), or working on-campus, my work authorization ends on the date my SEVIS record is released to my new school.

\_\_\_\_\_ If I am a sponsored student with a scholarship funded by my government, I must inform my sponsor of my transfer and receive my sponsor's authorization.

\_\_\_\_\_ I am responsible for resolving any outstanding financial obligations and holds with the university.

\_\_\_\_\_ If I am enrolled in classes, I am aware that I should withdraw prior to transferring.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

GAA, GAA-UI, and GAA- Prep students must obtain a signature from the Academic Director of the Global Achievement Academy.

GAA Academic Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**UCF Global Use Only**

Date of SEVIS release: \_\_\_\_\_ Notes: \_\_\_\_\_

Transfer In School Form Completed (if any):  Yes; Date: \_\_\_\_\_  No

SEVIS  PS  Scanning Advisor: \_\_\_\_\_ Date: \_\_\_\_\_