



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 (date of your commencement or the end date on your I-20, whichever is earlier) or the end of OPT or STEM OPT (end date listed on Employment Authorization Card). Since your transfer to another institution must be completed in SEVIS before the end of your grace period, you are strongly encouraged to submit the Transfer Out Form and required documents as soon as possible. (**Students who are out of status or who are transferring in the middle of their program do not have a 60-day grace period and should speak with an immigration advisor early regarding their transfer request.*)
- **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
- Personal/family reasons
- Location of campus
- Other: _____
- Size of campus
- Dissatisfied with academic program
- Dissatisfied with campus life
- Financial reasons
- Dissatisfied with student services

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: _____

Global UCF Students

Students in the Global UCF GAA, GAA-UI, and GAA- Prep programs must obtain a signature from the Academic Director of the Global Achievement Academy.

GAA Academic Director's Signature: _____ Date: _____

English Language Institute (ELI) Students

English Language Institute (ELI) students must meet with and obtain a signature from the Associate Director of ELI or ELI Academic Advisor. Please visit the front desk on the second floor of the UCF Global building to schedule this appointment or call 407-823-2337.

ELI Associate Director or Academic Advisor Signature: _____ Date: _____

Date of SEVIS release: _____ Notes: _____

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

SEVIS PS Scanning Advisor: _____ Date: _____