

**OFFICE OF INTERNATIONAL STUDENT SERVICES**

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REQUEST TO TRANSFER F-1 SEVIS RECORD

Please review the information on the reverse side of this page prior to completing this form. Once completed, please return this form to the Office of International Student Services. Do not submit this form until you are fully admitted to your new school and have chosen a specific transfer release date.

TO BE COMPLETED BY STUDENT:

Last name (family) _____ First name (given) _____

MUID _____ Email _____

Final term at Marshall University: ☐ Fall 20__ ☐ Spring 20__ ☐ Summer 20__

New School Information:

Institution name _____

School Location (city / state) _____ School Code _____

Term you will begin at new school ☐ Fall 20__ ☐ Spring 20__ ☐ Summer 20__

Date classes begin ____ / ____ / ____ (mm / dd / yyyy)

Have you been fully admitted and attached a copy of the acceptance letter to this form? ☐ Yes ☐ No

SEVIS Transfer Release Date:

Once your SEVIS record has been released to another school, you will no longer be permitted to work on-campus at Marshall University or on OPT. Contact an international student advisor at your new school for information about on-campus work eligibility there.

Withdrawing from Marshall University to transfer to another school during an academic term will result in "W" grades for any courses you do not complete. In the future, you may be asked to explain to an immigration official the details around your "W" grades. It could complicate, compromise or otherwise negatively impact any future immigration applications such as applying for visa, work authorization or change of status to another visa type.

I authorize the Office of International Student Services to set the following transfer release date in SEVIS:

☐ Final date of current academic term ☐ Final date of OPT ____ / ____ / ____

☐ Other: ____ / ____ / ____ If other, please explain: _____

Student signature _____ Date _____

TRANSFER OUT INFORMATION

If you are an F-1 student who plans to transfer to another school in the U.S., the Office of International Student Services must be notified. Please be advised that the process of transferring to another school will require you to contact various offices at both Marshall University and the new institution you wish to attend. In regard to your SEVIS record, you must submit the Request to Transfer F-1 SEVIS Record form along with your acceptance letter from the new school in order for your SEVIS record to be transferred. To obtain your acceptance letter from the new school, you'll need to contact the admissions personnel at the new school about the steps involved to being accepted. Some schools may require a transcript from Marshall University. To order your Marshall University transcript online, please visit www.marshall.edu/registrar to submit the transcript request.

TRANSFER RELEASE DATE

The transfer release date is the date your SEVIS record will be sent to the new school. Typically, this date is after the last day of your final semester at Marshall University. If you are in your 60-day grace period following graduation, program end date or post-completion optional practical training (OPT), your SEVIS record **MUST** be transferred before the end of the 60-day grace period. If you are not on OPT, your new program of study must begin no later than 5 months after the last day of your program. If you are on OPT, the program must begin no later than 5 months after your OPT ends or the date your SEVIS record is transferred, whichever is earliest.

CANCELING A TRANSFER REQUEST

If you decide that you want to continue your program at Marshall University after you have submitted the transfer out request form, you must notify the Office of International Student Services before the transfer release date.

TRANSFER IN FORMS

Many schools require a transfer in form to verify your immigration status and eligibility for an I-20 at the new school. These forms will be completed only with permission of the student. Please be advised that a transfer in form submitted to a new school does not automatically result in the transfer of your SEVIS record. A Request to Transfer F-1 SEVIS Record form with accompanying acceptance letter must be submitted for the SEVIS record to be transferred.

ON-CAMPUS EMPLOYMENT

On-campus employment is permitted only at the school responsible for the student's SEVIS record. After the transfer release date, F-1 students will not be eligible to work on-campus at Marshall University.

OPTIONAL PRACTICAL TRAINING (OPT)

Regardless of the end date indicated on the EAD card, your OPT will end once your SEVIS record is transferred to a new school. If you are currently working on OPT, please give careful consideration to the appropriate transfer release date that you indicate on this form as you will not be permitted to continue working after your OPT ends.