

Important Notes. Please read.

- If you plan to transfer from Indiana University South Bend to another U.S. educational institution, you must use this form to notify Indiana University South Bend (your "current school") of your intent to transfer and to indicate the school to which you intend to transfer (your "transfer school").
- Note: Although you may be applying to different schools, the DSO can transfer your record to one school. Also, your transfer release date will be the end of the current term or session (last day of finals), unless you can show us a need for an earlier release date. Your transfer school will not be able to issue you a new SEVIS Form I-20 until the transfer release date. If you decide to cancel your school transfer you must notify an IUSB DSO before your transfer release date. Once your transfer release date passes, IUSB will no longer have access to your SEVIS record.

Checklist of Required Documents ☐ A letter of admission from your new school ☐ This completed form			
Contact Information			
LAST NAME	FIRST NAME	MIDDLE NAME	IUSB ID#
SEVIS ID		I-94 NUMBER	<u> </u>
TRANSFER SCHOOL NAME			
TRANSFER SCHOOL ADDRESS			
CITY	STATE		ZIP CODE
TRANSFER SCHOOL PHONE NUMB	BER	TRANSFER SCHOOL FAX NUMBER	
REASON FOR TRANSFER			
DO YOU NEED A RELEASE DATE BEFORE THE END OF THE SEMESTER? □ NO □ YES, PLEASE INDICATE BELOW:			
YOUR REQUESTED TRANSFER DATE (mm-dd-yyyy)			
YOUR REASON FOR REQUESTING AN EARLY TRANSFER RELEASE DATE: Note: You must attach documentation (such as an acceptance letter showing that you must report to your new school before the end of your current term at Indiana University South Bend) to this form which supports your request.			
If you have any questions about the transfer out procedure, please make an appointment with the OISS.			
SIGNATURE		DATE	
For Office Notes Only. Instructions for Staff: Date-stamp upon receipt of completed form. Make photocopy of form for student; place original form (with copy of any supporting documentation) in student's folder and give to the International Student Advisor.			
SEVIS updated on:bywith a transfer release date of (mm/dd/yyyy) DSO's initials			

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Rev 4/4/11

