Transfer-Out Form

In order to be transferred-out you must be maintaining F-1 status and provide the following:

1. Written confirmation of your acceptance by a DHS-certified school
2. The complete name of the transfer-in school and/or the SEVIS school code for the transfer-in school
3. Contact information for the transfer-in school’s DSO

Student Information:

Student Name ____________________________ SWAU ID# ____________________
Address ________________________________________________________________
Phone ______________________________ E-mail _______________________________

Transfer-in School Information:

Name of Transfer-in School _________________________________________________
SEVIS school code __________________________
Name of DSO _______________________________ Phone ____________________________

*Transfer Release Date __________________________

*This will be the date on which the SEVIS record will transfer to the new school, and is usually the end of the last term the student will be at the transfer-out school, but the date should be determined by the student’s circumstances and needs. The transfer-in school cannot access the record until the transfer release date is reached. Please note: If you plan to travel outside the United States, time the transfer to take this into account. When you reenter you must have an I-20 for the school that holds your active or initial record.

Travel should be:

• Started and completed before the transfer release date with a current Form I-20 from the transfer-out school
• Started and completed after the transfer release date with a form I-20 from the transfer-in school

If you leave the country before the transfer release date, but cannot return until after, the transfer-in school must send you an updated Initial I-20 Form for reentry into the United States.

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