Transfer-Out Request Form

This form is to be used by F-1 international students to request a transfer of their SEVIS record (I-20) *from* Texas A&M University-Commerce *to another school* within the U.S. Allow the ISSS up to 5-7 business days to process your request. A business day is Monday through Friday. Please review the information carefully and your signature is required at the bottom of page two:

- Be sure to review the rules and required documents below before submitting this form.
- This form along with all required documents will only be processed when emailed to intl.stu@tamuc.edu. ***DO NOT*** send to or copy any alternate email.
- **Normally processing times are up to 5-7 business days.**
- **Many schools also have a transfer form for students transferring to their school. It is *your* responsibility to discuss the transfer in process with your new school. The ISSS WILL NOT process other schools' transfer forms after the student has been transferred in SEVIS.**
- Once processed your transfer is processed you will receive an email confirmation.

Name_____
                First (Given) Name   Last (Family) Name

CWID_____   SEVIS ID _____

Current Physical Address_____

_____

Telephone number_____

Requested Transfer Release Date_____
Please note guidance below when considering transfer release date.

Please state the reason you are transferring from A&M-Commerce to another school:_____

_____

Initial Students to A&M-Commerce (*new* A&M-Commerce students who have not begun their studies at A&M-Commerce):
New Initial international students who enter the U.S. on an A&M-Commerce I-20 and visa who desire to transfer to another school before attending classes at A&M-Commerce will need to provide the following documents. Required documents are below must be emailed to intl.stu@tamuc.edu. DO NOT copy any alternate ISSS email. Once submitted the ISSS will review to determine if student is eligible to transfer (see information on next page). **Please note requests that do not include all the documents below *WILL NOT* be processed:**

- A&M-Commerce Transfer Out Request Form (this form)
- Copy of A&M-Commerce I-20
- Copy of passport and visa
- Copy of I-94 at www.cbp.gov/I94
- Acceptance letter for new school with semester start date
- Current physical address where you reside within the U.S.

The Student Exchange Visitor Program regulations for Initial student transfer requires *the new school's start date to be within 30 days of the student's entry date to the U.S. (based on I-94)*. Please allow the ISSS up to 5-7 business days to review your request to confirm your eligibility to transfer.

Current A&M-Commerce Students (not first semester at A&M-Commerce): Per the Student Exchange Visitor Program regulations you must begin classes the next available semester or within five months, whichever is sooner, unless taking an authorized break or vacation for that term. Students traveling outside the U.S. after their SEVIS release date will need to contact their new school to request a Transfer Pending I-20 to re-enter the U.S. Email the required documents below to intl.stu@tamuc.edu. ***DO NOT*** copy any alternate ISSS or university email:

- A&M-Commerce Transfer Out Request Form (this form)
- Acceptance or admission letter to your new school
- Transfer Release Form from new school (if applicable)

Graduating Students: Students who have completed their academic program at A&M-Commerce are required to have their SEVIS record transferred to the new school within 60 days of the ***last day of their final registered semester or summer session*** or the student will be considered in violation of their visa status. Per the Student Exchange Visitor Program regulations you must begin classes the next available semester or within five months, whichever is sooner, unless taking an authorized break or vacation for that term. Email the required documents below to intl.stu@tamuc.edu. ***DO NOT*** copy any alternate ISSS or university email:

- A&M-Commerce Transfer Out Request Form (this form)
- Acceptance or admission letter to your new school
- Transfer Release Form from new school (if applicable)

Students who have applied for Optional Practical Training: A student may transfer with a pending (not approved) OPT application with USCIS but the student will forfeit any OPT request or authorization on the SEVIS transfer release date. USCIS may still approve a pending OPT application but the authorization ***will not be valid***. Students will need to contact USCIS at 1-800-375-5283 to request a cancellation or withdrawal of their OPT application. Email the required documents below to intl.stu@tamuc.edu. ***DO NOT*** copy any alternate ISSS or university email:

- A&M-Commerce Transfer Out Request Form (this form)
- Acceptance or admission letter to your new school
- Transfer Release Form from new school (if applicable)

Students on approved Optional Practical Training Employment: Students on OPT may request to have their SEVIS record transferred at any time while on OPT. ***Please note that any unused OPT authorization will be forfeited on the SEVIS transfer release date.*** Students may contact USCIS at 1-800-375-5283 to discuss any withdrawal/cancellation of their OPT application. Students who have completed OPT will need to have their SEVIS transferred to their new school within 60 days of their OPT end date on their EAD card or they will be in violation of their status. Per the Student Exchange Visitor Program regulations you must begin classes the next available semester or within five months, whichever is sooner, unless taking an authorized break or vacation for that term. Email the required documents below to intl.stu@tamuc.edu. ***DO NOT*** copy any alternate ISSS or university email:

- A&M-Commerce Transfer Out Request Form (this form)
- Acceptance or admission letter to your new school
- Transfer Release Form from new school (if applicable)

By signing below I confirm I understand the above information related to the transfer process as stated above:

_____   _____   _____
                        Signature   CWID   Date