

Transfer-OUT Request Form

For F-1 and J-1 students
transferring to U.S. Institutions

NDSU

INTERNATIONAL STUDENT AND STUDY ABROAD SERVICES

NDSU School Code: SPM214F00229000 (F-1)
NDSU Program Number: P-1-03356 (J-1)

Your NDSU Student ID: _____

This form is **required** from all international students who are requesting to transfer their SEVIS record from NDSU (School Code: SPM214F00229000) to another U.S. institution.

To request a transfer out, you must: 1) Complete this form and 2) Attach (below) a copy of the admission letter to your new school; 3) If your school has a transfer-in form, please attach (below) or email to NDSU.iss@ndsu.edu.

This form should be completed only after student has proof of admission their new school. Form will electronically route from student, and then to the international student advising team here in the ISSAS office. Questions about this form should be emailed to: NDSU.iss@ndsu.edu.

STEP 1: To be completed by the student

Last/Family Name: _____ Given/First Name: _____

Country of Citizenship: _____ Visa Type: _____

Will you travel outside the U.S. around the time of this SEVIS transfer?

Your SEVIS ID #: _____ Your Program End Date (on I-20 or DS-2019): _____

Date of Birth (mm/dd/YYYY): _____ Level of study at NDSU: _____

Are you currently authorized for any off-campus employment?

If yes, please list type and dates of authorization here:

Other comments about your situation:

➔ Your Requested Transfer Release Date: _____

Remember that any on- and off-campus employment ends upon your SEVIS record being released from NDSU.

REQUIRED: A copy of the admission letter to your new school. Please click to upload here ➔

DOES YOUR NEW SCHOOL HAVE A SEVIS TRANSFER-IN FORM? Yes No

If yes, please complete your part of the form, and then click to upload a scan of the document here ➔

If not, what is your new school's SEVIS School Code? _____

Student's Signature: _____ Date: _____

STEP 2: Form received by the ISSAS office and will be evaluated for transfer eligibility.

For office use only (NDSU International Student Services Approval)

Additional Comments (if applicable):