Eligibility
- Valid F-1 status at UST; those out of status must seek reinstatement with the new school
- Enrolled at UST or reported to UST (new students only)

Procedures
- Must apply for and gain admission to another US institution
- Contact an ISS advisor to discuss your intent to transfer and bring:
  - Admission letter from new US institution
  - Completed transfer out form
  - Copy of your new school’s transfer form (if applicable)

Notes to Remember
- Ensure that you have paid all of your balances from UST.
- You are transferring your immigration status through this form only, not your academic credits.
- SEVIS Release Date:
  - Once your SEVIS record has been released, you can no longer work on-campus at UST and any current off-campus work authorizations will no longer be valid (including OPT).
  - Travel plans outside the US may affect the release date below, so inform the ISS advisor of this.
  - If you decided not to transfer, you must inform the ISS advisor before the release date listed below.

SECTION 1: TO BE COMPLETED BY THE STUDENT

Last Name: ________________________________  First Name: ________________________________

UST ID #: __________________________________  Email: __________________________________

Transferring from the University of St. Thomas to:

Name of Institution: __________________________________________________________________________

City/State: __________________________________________________________________________  SEVIS Release Date (month/day/year): ______________

By signing below, I authorize the International Student Advisor to release my record in SEVIS from UST to the school indicated above. I understand that my SEVIS record will be automatically transferred to the new school on the release date and UST will no longer have access to my SEVIS record after that date. If I am currently on OPT, then it will terminate on the above SEVIS Release date.

Student’s Signature:___________________________________________  Date: __________________________

SECTION 2: TO BE COMPLETED BY ISS AT UST

☐ Received admission letter for new institution
☐ Set transfer release date in SEVIS as listed above
☐ Updated GOAINTL

ISS Signature ______________________________________  Date________________________