Transfer-Out Information

Transfer Out Form

If you are transferring from Armstrong State University to another institution in the United States and are currently holding an F-1 visa, complete this form notifying us of where you plan to transfer and during which semester. This form is necessary to complete the transfer of your SEVIS immigration record from Armstrong State University to your new institution. Please print neatly.

Family/Last Name(s)       First Name(s)       Middle Name(s)
Student ID (907 number)               Date of Birth
Email address

Name of transfer-in institution ___________________________________________________________
Address of transfer-in institution
Street address
City State Zip Code
Phone number of International Office at transfer-in institution __________________________
Transfer-in institution SEVIS code ____________________________________________
I intend my last semester at Armstrong State University to be (indicate term and year)
(check one)   ___ Fall   ___ Spring   ___ Summer   Year: ________
What date do you want your SEVIS record released to transfer-in institution? (Typically this would be the last day of your current semester at Armstrong) ______________________________________
Reason for Transfer ________________________________________________________________
_________________________________________________________________________________

Attach the following documents to this form. We cannot release your SEVIS record without these.
   o   Transfer-in verification form from your new school
   o   Acceptance letter from your new school

Additional Information
1. If you are employed on campus, you must end employment the day before the release date that you choose on this form.
2. If you are planning on traveling abroad, remember that you can only come back to the U.S. with the I-20 from the college that has your SEVIS record. If your release date occurs while you are outside the U.S., the new school will have to mail your new I-20 to you before you can come back to the U.S.

Student Signature ___________________________ Date __________ (month, day, year)

Return this form to
Office of International Education 11935 Abercorn St. Savannah, GA 31419
P: 912.344.3128 | F: 912.346.3456
International.Education@armstrong.edu

DSO Signature ___________________________ Released on Date __________
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Transfer-Out Checklist

On-campus students

☐ Submit the transfer-out form and a copy of offer/admission letter from your new institution to OIE to have your SEVIS record sent to the new institution

☐ Drop all of your classes so you will not be billed for tuition & fees
  ☐ If it is past the drop/add deadline, you must contact the Registrar’s office

☐ Submit the “Housing Cancellation and Intent to Vacate” form (Housing website) to the Housing front desk

☐ Contact Student Affairs to tell them to remove your name from the mandatory health insurance list (paula.smith@armstrong.edu)

☐ Pay any outstanding balances on your account (parking tickets, etc.) so your transcripts and/or diploma can be released

☐ Update your new address in the Armstrong Port so any documents will be sent to your new location

Off-campus students

☐ Submit the transfer-out form and a copy of offer/admission letter from your new institution to OIE to have your SEVIS record sent to the new institution

☐ Drop all of your classes so you will not be billed for tuition & fees
  ☐ If it is past the drop/add deadline, you must contact the Registrar’s office

☐ Alert your rental agency/landlord that you will be moving (30 days before)

☐ Contact Student Affairs to tell them to remove your name from the mandatory health insurance list (paula.smith@armstrong.edu)

☐ Pay any outstanding balances on your account (parking tickets, etc.) so your transcripts and/or diploma can be released

☐ Update your new address in the Armstrong Port so any documents will be sent to your new location

☐ Fill out “Forwarding Mail Address” form on the United States Postal Service website

Reminders

- Do not throw away your Armstrong I-20s/Ds-2019s; you may need them for future immigration purposes
- If you are leaving the U.S. before you receive a new I-20 from your new institution, you may use your Armstrong I-20 to re-enter the country. However, if your SEVIS record has already been transferred to the new institution, you will need the new I-20 to re-enter.
Transfer-Out Information

Transfer-Out Process

We wish you the best at your new school, wherever you decide to go! The transfer process goes like this:

1. You submit your transfer-out form to Armstrong’s OIE.
   a. The sooner the better because the process takes time.
   b. However, we can schedule the record to release on a date in the future if there is a legitimate reason that you need to wait.
2. We will release your SEVIS record to the new school.
3. If you are going to leave the U.S. before attending the new school, you must let the new school's international office know that you are transferring in.
   a. That's why you should check if they have a transfer-in form.
4. The new school will accept your SEVIS record and create a new I-20 for you with their school name and mail it to you.
   1. That's why it's better to have your SEVIS record released earlier rather than later, so that there is enough time for you to receive the I-20 in the mail.
5. You should use the I-20 from the new school to re-enter the U.S.

Even if you don't leave the U.S., you will still need to follow the steps to make sure to get a new I-20 from the new school.