

Transfer Out Request - SEVIS Transfer from UCR-Extension to another Institution

Please complete items 1-5 below and deliver this form and a photocopy of your next school's acceptance letter to the Enrollment Services offices, rooms 236/238.

Your next school (the school you will transfer to) cannot create your I-20 until after the **TRANSFER RELEASE DATE** indicated in your SEVIS record. The **TRANSFER RELEASE DATE** is the date when your SEVIS record will be transferred from UC Riverside Extension to your next school. You will choose the **TRANSFER RELEASE DATE**, though we may also suggest a date. Your **TRANSFER RELEASE DATE** may be any date between your last day of classes at UC Riverside Extension and the first day of classes at your next school. We can enter a **TRANSFER RELEASE DATE** which is in the future and your SEVIS record will automatically be transferred on that date. Therefore, it is possible to complete this procedure before you leave UC Riverside Extension - and we recommend you do this.

Your SEVIS record can only be transferred to one school. If you will apply or have applied to more than one school, you must decide which school you will attend before your SEVIS record is transferred. If your SEVIS record is transferred to a school you will not attend, it may be impossible to retrieve.

If you will leave the U.S. between studies at UC Riverside Extension and my next school, you must re-enter the U.S. on your next school's I-20.

1. STUDENT'S NAME: _____ Student ID #: _____
FAMILY NAME GIVEN NAME

2. UCR Extension SEVIS ID: _____
YOUR SEVIS ID IS PRINTED AT THE TOP RIGHT CORNER OF YOUR I-20 AND BEGINS WITH THE LETTER N.

3. STUDENT'S CONTACT INFO: _____
TELEPHONE NUMBER EMAIL ADDRESS

4. TRANSFER SCHOOL'S INFO: _____
COMPLETE SCHOOL NAME
 SCHOOL CODE: _____

I am aware that the release of my SEVIS number to the aforementioned institution is final and changes cannot be done by UCR-Extension after the release date. I also understand that this transfer merely applies to my SEVIS record and will not automatically cancel any registrations or contracts I have at UCR-Extension for classes or housing, etc. It is my responsibility to withdraw any classes I have registered for, cancel any housing, etc, as IEP will not do this on my behalf.

5. TRANSFER RELEASE DATE: _____ / _____ / _____
MONTH DAY YEAR

Student Certification

I have decided to transfer to the school listed above. I have received an acceptance letter from my next school and have decided to enroll there. Attached is a copy of the acceptance letter from the school I have chosen to transfer into. I understand that it is my responsibility to complete this transfer within 60 days of my last day of attendance at UC Riverside Extension. I understand that after the transfer release date, UC Riverside Extension will not be able to access my SEVIS record.

Student Signature: _____ Date: _____

Thank you and good luck at your next school!

FOR IEP ENROLLMENT SERVICES USE ONLY

Notes:

All fees paid:	Q2 updated:	SEVIS updated:	
Date	Date	Date	Date
Initials	Initials	Initials	Initials