CAL STATE EAST BAY | INTERNATIONAL PROGRAMS

TRANSFER OUT FORM

Transfer out procedures: If you plan to transfer from CSU East Bay to another U.S. institution, you must use this form to notify CSU East Bay (your "current school") of your intent to transfer and to indicate the institution to which you intend to transfer (your "transfer school"). Although you may be applying to multiple new schools, please note that the DSO may indicate only one transfer school in SEVIS. Please note that your transfer school will not be able to issue you a new SEVIS Form I-20 until the transfer release date. Finally, if you decide to cancel your school transfer, you must notify a DSO before your transfer release date---once the transfer release date has been reached, CSU East Bay will no longer have access to your SEVIS record. If you have any questions about the transfer out procedure, please make an appointment with an International Student Advisor.

Please complete the information below and return this form along with a copy of your letter of admission to the new school. Processing time is 2-5 business days!

Please select the degree level and/or the program you are currently enrolled at CSUEB:

☐ Bachelor's of _____ ☐ Intensive English Program

☐ Master's of _____ ☐ Pre-MBA, Visiting, Certificate

1. Last Name: _____ 2. First Name: _____
3. Net ID: _____ 4. Date of Birth: _____ (mm/dd/yyyy)
5. SEVIS ID: N_____
6. Transfer School Name: _____
7. SEVIS School Code (check with your transfer school): _____
8. Transfer School Address: _____

_____

9. Transfer School Phone: _____
10. Your requested transfer release date: (must be at least 2 days in the future) _____
11. I have attached a copy of my admission letter from my transfer to school? ☐ Yes ☐ No
    *** Your SEVIS record cannot be transferred without a copy of your admission letter***

Students on OPT and OPT STEM: Your OPT will automatically be canceled on your transfer out date.
Students on OPT STEM: You must submit your final evaluation page of the I-983 and your final validation report before we can release your SEVIS record

I understand that I requesting my SEVIS to be transferred to the above named school at this time.

_____ _____ _____

Your Signature | Date (mm/dd/yyyy) | Phone Number

A confirmation will be e-mailed to: _____@horizon.csueastbay.edu