

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. Also, your transfer release date will be the end of the current term or session, unless you can document your need for an earlier release date. 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.

Please place a checkmark which program you are currently enrolled:

- Bachelor's
 Master's

- Intensive English Program
 Pre-MBA, Visiting, Certificates

1. First Name: _____ 2. Last Name: _____

3. Net ID: _____

4. SEVIS ID: _____ 5. Date of Birth: _____

6. Transfer School Name: _____

6a. SEVIS School Code (check with your transfer school): _____

7. Transfer School Address: _____

8. Transfer School Phone: _____

9. Your requested transfer release date: _____

10. Is your transfer release date before the end of the current term or session? _____ yes _____ no

If you answered "yes" to question #11, please indicate your reason below:

Note: you must attach documentation (such as an acceptance letter showing that you must report to your new school before the end of your current term or session at CSU East Bay) to this form which supports your request.

Reason: _____

Students on OPT: Your OPT will automatically be canceled on your transfer out date.

I certify that the information I have supplied is true and correct.

Signature

Date

Phone Number

Address: _____

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