



THE UNIVERSITY OF TEXAS AT DALLAS

International Student Services
800 W. Campbell Rd., SSB34, Richardson, Texas 75080-3021
(972) 883-4189 ISSOCcurrent@utdallas.edu

UT Dallas Transfer-Out Request Form

Student Name: _____ Date of Birth: _____

Email Address: _____ UTD ID: _____

A. Attach to this form a COPY of the following documents and complete this section. Please put the transfer-in SEVIS school code to ensure your record is transferred to the correct institution.

- **Proof of admission to the other school (Required)**
- **Transfer Clearance form.** Only if the other school requires it. The other school will provide you with the form.
- **If you are a new student, please submit your immigration documents (visa, I-94 and I-20) and provide your U.S. address below.**

Last semester of enrollment at UT Dallas: _____

Exact Name of Transfer-In School: _____

Transfer-In School Code: _____

Address: _____

City: _____ State: _____ Zip Code: _____

B. Read this guidance prior to selecting your release date. If you have any questions, talk with an immigration advisor before submitting this form to the UT Dallas ISSO.

- **If you recently transferred to UT Dallas or just arrived in the U.S. and are transferring without attending UT Dallas. To maintain F-1 status you must start classes at the new school within 30 days of your U.S. arrival or transfer out date.**

Enter your arrival date: Enter the start date of classes at the new school:

- **If you have attended only one semester in the U.S.** SEVP policy states that you must enroll at the new school in the next available session, even if that is summer.
- **If you are currently enrolled.** The safest immigration practice is to transfer out after the term ends. That is, after the last day of finals for the full term.
- **If you are on OPT.** Your work authorization ends on the transfer release date or the end date on your OPT EAD, whichever comes first.
- **If you have graduated or completed your OPT period.** Your SEVIS record must be released no later than 60 days after the completion date of your program or your OPT end date. Your program at the other school must start within 5 months of your record being released, the completion date of your program or your OPT end date, whichever comes first.
- Access detailed information about the Transfer Out process at <http://www.utdallas.edu/isso/f1-transfer-out>

C. Enter your desired release date. If you change your mind and do not want to have your SEVIS record released contact both schools immediately.

D. Steps to follow to complete the transfer out process.

- **Complete your transfer in a timely manner.** Report to the International Office of the new school within 15 days after your desired release date.

E. Submit your Transfer Out Request to the ISSO. An e-mail will be sent to your utdallas.edu email address within three business days to notify you on the status of your Transfer-Out.

- **In Person:** Submit to the ISSO during office hours. Monday - Thursday, 8:30am to 6pm. Friday, 8:30am to 5pm.
- **By Email:** (additional paper copies are not required): Submit to ISSODocuments@utdallas.edu. Verify that the total size of attachments in one e-mail is not larger than 5MB. Do not send files in compressed formats, such as .rar or .zip. Instead, use a PDF, JPEG or DOC format.

Student Signature: _____ Date: _____