



# International Education Center Transfer Out Request

## How Can I Transfer My I-20? Am I eligible to transfer in 'Active' status?

If you will be transferring to a new school in the U.S., you must request a transfer of your SEVIS record to your new school by submitting this form to the IEC with an **acceptance letter from your new school**.

To transfer in 'Active' status, request the transfer within 60 days of your last date of attendance at SMC. If you are requesting the transfer during the semester, you must be enrolled full-time in 12 units, or have an approved Reduced Course Load.

**You will receive a confirmation email once your SEVIS record has been released to your new school. Your request will be processed in the order it was received and could take up to 10 business days to process.**

<b>Transfer Eligibility</b> Your answers will help us determine if we can transfer your SEVIS record in 'active' status.	<b>YES</b>	<b>NO</b>
Are you in Legal F-1 Status (enrolled in 12 units or have Reduced Course Load Approval)?		
Are you sure you want to transfer to the school below? Is this school your final choice?		
Does the acceptance letter say your name and the term you have been admitted for on school letterhead?		
Are you requesting the release of your transfer within 60 days of your last date of attendance at SMC?		
Are you starting your studies at your new school within 5 months of your last date of attendance at SMC?		
Do you owe any fees to SMC? If so, Official SMC Transcripts will not be released.		
Are you enrolled at SMC in an upcoming term? If so, classes must be dropped before you submit this form.		

## Student Information Write your name as it appears on your F-1 visa.

Family Name	First Name	Last Date of Attendance at SMC	
Date of Birth (mm/dd/yy)		SMC Student ID Number	
Phone Number		Email	
U.S. Street Address			Apt.
City		State	Zip
Did you earn an <b>Associate degree</b> at SMC? <input type="checkbox"/> No <input type="checkbox"/> Yes if yes, in which major? _____			
Did you earn a <b>Certificate</b> at SMC? <input type="checkbox"/> No <input type="checkbox"/> Yes if yes, in which major? _____			
<b>Post-Completion OPT Students Only</b> Last Date of Employment: _____ Requested SEVIS Release Date: _____			

## School Information Please complete the fields with information on your new school.

Name of New School	Phone Number of International Office		
SEVIS School Code (if known)	Start Date		
Address	City	State	Zip

## Signature My signature below indicates that I have made my final decision to transfer from SMC. I understand that once I submit this form I will not be able to make changes to my transfer request or cancel my transfer.

Student Signature	Date
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## FOR IEC OFFICE USE ONLY While student is waiting, check the below items in webISIS. Attach transcripts and put in Immigration box.

Current units:	If below 12, current RCL? Y N n/a	RCL type:
Fees owed:	Enrolled in next term?	Staff initials: