COE COLLEGE

Transfer Out Request Form

If you are planning to transfer from Coe College to another U.S. institution, you must submit this completed form to notify a Coe College Designated School Official of your intent to transfer to the new school you wish to attend. Along with completing this form, you must provide proof of acceptance as well as any "Transfer In" forms from the new school, if applicable. After the DSO receives these documents, you must clear your Coe College account of any holds. The DSO will then update your record in SEVIS as a "transfer out" student. It is important that you are certain of the new school you wish to attend and the date of your SEVIS release.

If you are currently enrolled at Coe College, your SEVIS release date will be at the end of the semester, unless you can provide documentation and a reason for an earlier release date. Students on OPT can be released at any time during the OPT period or within the 60-day grace period. Please be advised that once your SEVIS release is reached you are no longer eligible to continue to work.

Check-Off List of Required Documents:
_____ Copy of admission letter from new institution
_____ Transfer-In Form from new institution (if applicable)
_____ If you are currently on post-completion OPT, attach a copy of your EAD card (if applicable)
_____ Copy of I-94 card (front and back) or electronic version printout at https://i94.cbp.dhs.gov (if applicable)

SECTION 1: Student Information (To Be Completed by Student)

Name: _____
Last /Family Name Surname/Given Name Middle Name
Personal Email Address: _____ Phone Number: _____
Coe Status: (Fr/So/Jr/Sr): _____ Coe ID Number: _____ Major(s): _____
Local U.S. Address: _____
(Street) (City) (State) (Zip Code)
SEVIS ID Number: _____ Date of Birth: _____ Cum GPA: _____

SECTION 2: Student Acknowledgment (To Be Completed by Student)

_____ I have to be in legal F-1 status prior to transferring to another U.S. institution.
_____ I have cleared all holds in my Coe College account and financial obligations to Coe.
_____ Any work authorization I have (on-campus employment, OPT or CPT) will end on my SEVIS release date.
_____ If I travel outside of U.S. after the SEVIS release date, I must re-enter the U.S. with my new school's I-20.
_____ If I decide to cancel my transfer, change the SEVIS release date, or transfer to a different school, I must notify the DSO **BEFORE** my SEVIS transfer release date to cancel or make changes on my transfer-out request.
_____ I understand that once my I-20 SEVIS record has been released to the new institution, the DSO will no longer have access to my I-20 SEVIS record. I must contact the new school.
_____ I understand that my record will be released to the above school within 10 working days after submitting all required documents.

I attest that the information I am providing on this form is true and accurate.

Student's Signature: _____ Date: _____

SECTION 3: New School Information (To Be Completed by DSO)

Name of School: _____ SEVIS School Code: _____
Initial Date of Attendance: _____ Requested SEVIS Record Release Date: _____

DSO Name: _____ DSO Signature: _____
DSO Email: _____ DSO Phone: _____