

**F-1  
FORM**  
**FOR TRANSFERRING YOUR  
SEVIS RECORD TO A NEW SCHOOL**

The information below will help assist in ensuring your SEVIS record is transferred out properly to begin a program of study at another U.S. SEVIS approved school. A student who is maintaining status may transfer to another SEVIS approved school at the end of the current semester.

**Rules and Regulations**

If you are completing your program or OPT you have 60 days from the official completion date indicated on your current I-20 to transfer your SEVIS record.

All individuals requesting to transfer out their SEVIS record to an approved U.S. school must provide an admission notice to the new school. You will need to contact the International advisor at your new school to confirm if they have a "transfer in" form.

It is your responsibility to make sure that all your classes in upcoming semesters at Fresno State are properly dropped and your financial responsibility is all resolved with the university before your leave for your new school.

Submit the following items.

- ✓ Notice of acceptance (notice does not have to be official a photo copy or scanned copy is acceptable)
- ✓ Provide a "transfer in form" to International Student Services and Programs (ISSP)

**Procedures**

Carefully read and fill out the following information.

Name \_\_\_\_\_ Student ID \_\_\_\_\_

E-mail \_\_\_\_\_ Date \_\_\_\_\_

*I, hereby notify the International Student Services and Programs at Fresno State that I intend to transfer to the following school:*

Name of transfer school \_\_\_\_\_ Transfer School SEVIS code \_\_\_\_\_

School Address \_\_\_\_\_

Transfer school phone \_\_\_\_\_ Transfer school fax number \_\_\_\_\_

Requested release date \_\_\_\_\_

The transfer school  has a transfer in form (please attach)  does not have a transfer in form

Signature \_\_\_\_\_ Date \_\_\_\_\_

SEVIS ID number (found above the bar code on your I-20) \_\_\_\_\_

*Be certain of the school you will transfer to before submitting the transfer out paperwork. ISSP cannot make any changes after the release date has been reached.*

*For questions or concerns regarding the transfer out procedures, please contact California State University, Fresno's International Student Services: [intlstudentservices@csufresno.edu](mailto:intlstudentservices@csufresno.edu)*

**FRESNO STATE**

International Student Services  
and Programs