

REQUEST TO TRANSFER OUT

The rules and regulations published in the April 22, 1987 Federal Register for the U.S. Citizenship and Immigration Service require students in F-1 status who wish to transfer from one U.S. school to another to be in compliance with the regulations and to maintain legal non-immigrant status by:

1. Being continuously enrolled as a full-time, matriculated student, except during the student's annual vacation.
2. Not being engaged in unauthorized employment.
3. Being authorized to attend your institution.
4. Having a valid passport, Form I-20, and Form I-94

THE COMPLETED FORM MUST BE RECEIVED BY LOYOLA MARYMOUNT UNIVERSITY BEFORE A SEVIS RECORD CAN BE RELEASED.

PART ONE - TO BE COMPLETED BY STUDENT

NAME: _____ LMU ID#: _____ DATE: _____

Your final semester of enrollment at LMU: FALL SPRING SUMMER
Or, if currently on Optional Practical Training (OPT), expiration date of your EAD: _____

Name of New School: _____

Are you (or dependents) planning to travel? NO YES, dates of departure/re-entry: _____

Are you employed on LMU campus at this time? NO YES, last date of employment: _____

(Note: After your transfer is processed, you cannot travel or work using LMU's I-20. Please see OISS for details.)

I request that my SEVIS record be released to the new school mentioned below.

Signature

Date

PART TWO - TO BE COMPLETED BY NEW SCHOOL

The student named above has been admitted to our school and will begin his/her studies on ___/___/____. Our office is prepared to issue the student a SEVIS I-20 once he/she is transferred in SEVIS from LMU.

Signature

Print Name

Date

Office

Phone/Email

SEVIS School Code

PLEASE FAX COMPLETED FORM TO OISS AT (310) 338-5976.