



Transfer Out Request Form
For Students in F-1 or J-1 Status

DO NOT submit this form until you have made a final decision about the school to which you will transfer.

Please submit a copy of your admission letter with this form. Your request to transfer will not be processed without it.

Your Name: \_\_\_\_\_ MaineStreet ID#: \_\_\_\_\_

I have decided, among all the schools I applied to, that I will transfer to the institution noted below. By completion of this form and my signature, I request the OIP to record in SEVIS a "Transfer Out" to:

Name of new Institution: \_\_\_\_\_

City and State (e.g., "Austin, Texas"): \_\_\_\_\_

Suggested Transfer Release Date\*: \_\_\_\_\_

Why do you suggest this date? (e.g., graduation, thesis submission, end of assistantship contract, etc.): \_\_\_\_\_

Reason you wish to transfer out:

[ ] Graduation

[ ] Other, please explain:

\_\_\_\_\_

I give OIP permission to release information related to my immigration transfer.

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

\* OIP must enter a "Release Date" in SEVIS when recording a "Transfer Out." On this date, your new school (the school to which you will transfer) takes control of your SEVIS record and can then produce your I-20 or DS-2019. The release date must be the date you will complete your program at UMaine. For undergraduate students, this is the day of graduation. For graduates, it is the day you complete all degree requirements for your program, or the end of your current assistantship contract, whichever is later. You "complete your program" when the Graduate School accepts your final thesis, dissertation or project. For graduate students with coursework only (i.e., no thesis), the last day of classes is your "completion date." Though we ask for your suggestion to guide us, OIP will make the final decision regarding the release date.

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OIP OFFICE USE ONLY:

Status checked: \_\_\_ Transfer processed on: \_\_\_\_\_ by: \_\_\_\_\_ Notify College/Grad School/OIP Director: \_\_\_\_\_

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