

# TRANSFER-OUT INFORMATION



## Information Regarding Current Policies and Application Procedures Revised: 02/16/2024

### **\*The student is responsible to keep the transfer out procedures\***

When an international student transfers to a new university, their current I-20 will be released to the transfer-in school electronically. This allows students to keep the same SEVIS number. It is important for students to maintain normal status according to the immigration regulations prior and during the transfer process. Our priority during orientation week and registration week will be on our incoming students, **not transfer-outs**. We are sorry for any inconvenience this causes. If you have questions about transferring to another school, please complete the form below, and we will contact you with a meeting time.

### **If you are currently registered and attending classes at A-State:**

1. Be registered for full course of study as required by your program and be maintaining proper status as required by SEVIS.
2. Complete A-State's Transfer-Out Notification Form. Students must indicate when they want A-State to transfer their SEVIS record (I-20).
3. Students transferring in the middle of the semester or after registering for classes must do so through their Self-Service Banner in their MyAstate.
  - a. Students will be responsible for all fees and tuition owed to the university.
  - b. Students who do not withdraw or follow the correct procedures can receive failing grades on their transcripts.

### **The student must follow all steps and in order to complete the transfer-out process.**

- 1) \_\_\_\_ a. Be registered in a full course of study and maintaining status if registered.
  - b. If initial and have not enrolled in classes at A-State:
    - a. Report to A-State in person or by phone or email.
    - b. Complete A-State's Transfer-Out Notification Form. Students must indicate when they want A-State to transfer their SEVIS record (I-20).
    - c. Submit an original acceptance letter from the new institution. The start date of the new school cannot be more than 30 days from the date of the student's arrival in the U.S. The acceptance letter must indicate the start date.
- 2) \_\_\_\_ Pay the health fee and tuition deposit which are separate from your account.
- 3) \_\_\_\_ Receive an acceptance letter from the new institution and submit to International Student Services at A-State. The acceptance letter **MUST** show the start date and be official, no conditional acceptance letters are accepted. For any questions regarding this letter, you must speak to the new institution.
- 4) \_\_\_\_ I understand I am forfeiting my \$350 deposit by transferring out.

**PLEASE BE AWARE THAT ONCE WE HAVE A COMPLETED APPLICATION PACKET IT CAN TAKE UP TO 2 BUSINESS WEEKS DURING THE BUSIEST TIMES OF THE SEMESTER. THIS TRANSFER OUT PACKET MUST BE SUBMITTED TO THE DSO RANDY NELSON [renelson@astate.edu](mailto:renelson@astate.edu) TO TRANSFER YOUR SEVIS RECORD. YOU MUST ATTEND CLASS OR OTHERWISE MAINTAIN YOUR F-1 STATUS UP UNTIL THE DATE OF TRANSFER. FAILURE TO DO SO WILL RESULT IN TERMINATION OF STATUS.**

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All non-immigrants in F-1 or J-1 student status at Arkansas State University are required by federal regulations to notify International Student Services if they are ending enrollment and transferring to another university. Failure to notify International Student Services of your plans may result in your SEVIS immigration record being **terminated** for failure to enroll!

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Name: \_\_\_\_\_  
Last (Family) First (Given) Middle

Student ID: \_\_\_\_\_ SEVIS #: N 0 0 \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Immigration Status:  F-1  J-1

Current Address: \_\_\_\_\_  
\_\_\_\_\_

Name of New School/University: \_\_\_\_\_

Start Date of New School/University: \_\_\_\_\_

SEVIS Code of New School: \_\_\_\_\_ 2 1 4 F \_\_\_\_\_

**ONLY FILL OUT THE NEXT SECTION IF YOU HAVE AN ACCEPTANCE LETTER**

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*The release date should be before the start date of the new institution. Students must coordinate the transfer dates with the new institution. Once the student's record has been released A-State may not be able to retrieve it.*

SEVIS Release Date: \_\_\_\_\_ Are You Graduating?  Yes  No

Will you travel outside the U.S. before going to your new School:  Yes  No

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*By signing below, you agree to the above information and the rules set forth in Arkansas State University's transfer out procedures. You also agree to A-State transferring your SEVIS record to the new institution on the date indicated above.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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1. What country are you from?

\_\_\_\_\_

2. What level are you currently enrolled in?

ESL                       Undergraduate                       Graduate

3. How many semesters have you attended A-State? (Duration of studies)

\_\_\_\_\_

\_\_\_\_\_ To \_\_\_\_\_

4. What university are you transferring to?

Institution Name and City Name: \_\_\_\_\_

5. Why are you transferring out?

i. \_\_\_\_\_

\_\_\_\_\_

ii. \_\_\_\_\_

\_\_\_\_\_

iii. \_\_\_\_\_

\_\_\_\_\_

Thank you for attending Arkansas State University. We value and appreciate your feedback.

For More Information  
International Student Services  
Email: [International@AState.edu](mailto:International@AState.edu)  
Phone: +1-870-972-2329