

# OFFICE OF International Education

**Please Return To OIE:**  
Office of International Education  
Marquette University  
Holthusen Hall, 4th floor  
P.O. Box 1881  
Milwaukee, WI 53201  
Fax: 414-288-3701

## REQUEST TO TRANSFER SEVIS RECORD FROM MARQUETTE

Student name (Last/Family, First) \_\_\_\_\_ MUID \_\_\_\_\_

I hereby request and authorize Marquette University to record in the SEVIS data base my intention to transfer to the following United States school for the indicated term:

Name of new school \_\_\_\_\_ Requested SEVIS release date \_\_\_\_\_

Location of new school (city and state) \_\_\_\_\_

Date on which studies will begin at the new school (month and year) \_\_\_\_\_

I have read the government procedures, indicated below, about transferring my F-1 status from Marquette University to the school named above on the SEVIS release date I have indicated. I understand that on that date Marquette University will lose access to my SEVIS record, and the school named above will receive access.

I understand that I can request the Marquette DSO to change my transfer plan in SEVIS only until the release date indicated above. After that date the Marquette DSO will be unable to change my SEVIS record, and I will have to contact the DSO of the transfer school regarding any desired changes in my SEVIS record.

Student signature \_\_\_\_\_ Date \_\_\_\_\_

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**For OIE use only:** Transfer information has been entered in SEVIS by DSO \_\_\_\_\_ on date \_\_\_\_\_ .

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### 8CFR214.2(f)(8): Transfer procedures

(i) Eligibility. A student who is maintaining status may transfer to another Service approved school by following the notification procedures described in paragraph (f)(8)(ii) of this section. However, an F-1 student is not permitted to remain in the United States when transferring between schools or programs unless the student will begin classes at the transfer school or program within 5 months of transferring out of the current school or within 5 months of the program completion date on his or her current Form I-20, whichever is earlier. In the case of a student authorized to engage in post-completion optional practical training (OPT), the student must be able to resume classes within 5 months of transferring out of the school that recommended OPT or the date the OPT authorization ends, whichever is earlier. An F-1 student who was not pursuing a full course of study at the school he or she was last authorized to attend is ineligible for school transfer and must apply for reinstatement under the provisions of paragraph (f)(16) of this section, or, in the alternative, may depart the country and return as an initial entry in a new F-1 nonimmigrant status.

### 214.2(f)(8)(ii)(C): SEVIS to SEVIS transfer

(C) SEVIS school to SEVIS school. To transfer from a SEVIS school to a SEVIS school the student must first notify his or her current school of the intent to transfer and must indicate the school to which he or she intends to transfer. Upon notification by the student, the current school will update the student's record in SEVIS as a "transfer out" and indicate the school to which the student intends to transfer, and a release date. The release date will be the current semester or session completion date, or the date of expected transfer if earlier than the established academic cycle. The current school will retain control over the student's record in SEVIS until the student completes the current term or reaches the release date. At the request of the student, the DSO of the current school may cancel the transfer request at any time prior to the release date. As of the release date specified by the current DSO, the transfer school will be granted full access to the student's SEVIS record and then becomes responsible for that student. The current school conveys authority and responsibility over that student to the transfer school, and will no longer have full SEVIS access to that student's record. As such, a transfer request may not be cancelled by the current DSO after the release date has been reached. After the release date, the transfer DSO must complete the transfer of the student's record in SEVIS and may issue a SEVIS Form I-20. The student is then required to contact the DSO at the transfer school within 15 days of the program start date listed on the SEVIS Form I-20. Upon notification that the student is enrolled in classes, the DSO of the transfer school must update SEVIS to reflect the student's registration and current address, thereby acknowledging that the student has completed the transfer process. In the remarks section of the student's SEVIS Form I-20, the DSO must note that the transfer has been completed, including the date, and return the form to the student. The transfer is effected when the transfer school notifies SEVIS that the student has enrolled in classes in accordance within the 30 days required by 214.3(g)(3)(iii).