



UCI DIVISION OF CONTINUING EDUCATION INTERNATIONAL PROGRAMS • STUDENT SERVICES TRANSFER OUT REQUEST FORM

PLEASE COMPLETE THE FOLLOWING INFORMATION IN INK

STUDENT INFORMATION	
TODAY'S DATE:	STUDENT ID#
FAMILY (LAST) NAME:	GIVEN (FIRST) NAME:
CURRENT LOCAL ADDRESS:	
EMAIL ADDRESS:	PHONE #:
YOUR CURRENT PROGRAM: <input type="checkbox"/> ESL <input type="checkbox"/> CERTIFICATE <input type="checkbox"/> IUPP <input type="checkbox"/> IGSP <input type="checkbox"/> OTHER:	
INFORMATION ABOUT YOUR NEXT SCHOOL	
NAME OF SCHOOL:	
SCHOOL ADDRESS:	
SCHOOL PHONE NUMBER:	SCHOOL FAX NUMBER:
START DATE OF NEW SCHOOL:	
NAME OF INTERNATIONAL STUDENT ADVISOR (P/D SO) (IF KNOWN):	
ADVISOR (P/D SO) EMAIL:	ACADEMIC PROGRAM:

I am officially requesting to transfer out to the school named above and authorize UCI Division of Continuing Education to release my SEVIS record to this school. I authorize UCI Division of Continuing Education to release information about my academic, financial, and immigration records to the authorized designated school official at the above named school in order to complete the transfer release process.

Student Signature _____ Date _____

For Office Use Only:

TO BE COMPLETED BY IP STAFF		STAFF INITIALS:
PC ID#	SEVIS ID#	
TO BE COMPLETED BY PROGRAM ADVISOR		
ADVISOR'S NAME:	ACADEMIC PROBATION: <input type="checkbox"/> YES <input type="checkbox"/> NO	ATTENDANCE PROBATION: <input type="checkbox"/> YES <input type="checkbox"/> NO
ADVISOR COMMENTS (if any):	ADVISOR'S SIGNATURE:	
TO BE COMPLETED BY IMMIGRATION		STAFF INITIALS:
BALANCE: <input type="checkbox"/> YES <input type="checkbox"/> NO AMOUNT: \$		
<input type="checkbox"/> ACCEPTANCE LETTER FROM SCHOOL B		<input type="checkbox"/> COMPLETED TRANSFER FORM FROM SCHOOL B
DATE TRANSFER FORM SENT TO SCHOOL B:	SEVIS RELEASE DATE:	
<input type="checkbox"/> ARCHIVE IN ISSM <input type="checkbox"/> EMAIL STUDENT <input type="checkbox"/> PC NOTES <input type="checkbox"/> UPDATE TRANSFER SPREADSHEET		



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REQUESTING TO TRANSFER OUT AFTER PROGRAM ENDS

- Apply to the next school you plan to attend as soon as possible (Do not wait until after your program ends)**
 - Please apply to your new school **before** you begin the transfer out process
 - You must be accepted to your new school's next available program and you must begin your studies within 5 months of your UCI Division of Continuing Education program end date.
 - Transfer process must be completed within your 60-day grace period upon completion of program.

- Submit the REQUIRED documents listed below to the International Programs Front Desk (Building CE-3) or the University Programs Front Desk (Building CE-3) BEFORE your program ends:**
 - Completed Transfer Out Request Form**
 - Please be prepared with the EXACT name, telephone number, and fax number for your new school when filling out the transfer out request form
 - Acceptance or Admission letter** from your next school
 - THIS IS A REQUIRED DOCUMENT. The transfer process cannot be completed without this letter.
 - Transfer In Form** from your next school (if available)
 - Complete the student section of the transfer-in form from your new school (if any)
 - An International Student Advisor will complete your new school's transfer form and return the form to you and the new school via email.

Your request to transfer in good standing is contingent upon your final grades and attendance record. An International Student Advisor will email you once your transfer out request is complete.

REQUESTING TO TRANSFER-OUT BEFORE PROGRAM ENDS

- Apply to the next school you plan to attend as soon as possible**
 - Please be sure to apply to your new school before informing us of your plans to transfer out
 - You must be accepted to your next school's next available program and you must begin your studies at your next school within 2 weeks of withdrawing from UCI Division of Continuing Education or with special approval from an International Student Advisor

- Contact your Academic Advisor** immediately to discuss your plans to transfer out before your program ends

- Submit the REQUIRED documents listed below to the International Programs Front Desk (Building CE-3) or the University Programs office (Building CE-3). You must continue to attend your classes as a full-time student and maintain good F-1 status until further notice from the International Student Advisor.**
 - Completed Transfer Out Request Form**
 - Please be prepared with the EXACT name, telephone number, and fax number for your new school when filling out the transfer out request form
 - Acceptance or Admission letter** from your next school
 - THIS IS A REQUIRED DOCUMENT. The transfer process cannot be completed without this letter.
 - Transfer In Form** from your next school (if available)
 - Complete the student section of the transfer-in form from your new school (if any)
 - An International Student Advisor will complete your new school's transfer form and return the form to you and the new school via email.
 - You must be in good academic and F-1 status and your tuition and fees must be paid in full to be authorized to transfer-out before your program ends from UCI Division of Continuing Education.
 - You must **continue to attend** your classes until you are notified that your transfer process is complete. Failure to maintain your attendance may result in dismissal and termination of your SEVIS record.