

SJSU TRANSFER OUT FORM

Transfer out of SJSU: If you wish to transfer out of San José State University (SJSU) to another U.S. institution, you must complete this form to notify the International Programs and Services (IPS) of your intent to transfer to the new school you wish to attend. Along with completing this form, you must provide proof of acceptance to the new school as well as any Transfer IN form provided by the new school. After receiving these documents the IPS office will update your record in SEVIS as a "transfer out" student. It is important that you are certain of the new school you wish to attend and the date of your SEVIS release.

If you are currently enrolled at SJSU, your SEVIS release date will be the end of the semester, unless you can provide documentation and reason for an earlier release date. Students on OPT can be released at any time during OPT or within the 60 days grace period after the ending date of OPT, as indicated on your EAD. Please be advised that once your SEVIS release date is reached you are no longer eligible to continue working.

** Note: Your new school can only issue your new I-20 after the SEVIS release date.

More importantly, if you decide to cancel your school transfer you MUST notify an International Student Advisor at IPS **BEFORE** your SEVIS release date. Once your SEVIS record has been released to your new school, the IPS office will no longer have access to your SEVIS record. If you have any questions about the Transfer out procedures you should meet with an International Student Advisor.

The IPS office must have the following documents:

1. Completed SJSU Transfer Out Form
2. Proof of acceptance to the new school
3. New school Transfer (In) form (if available and requested by your new school)

COMPLETE THE INFORMATION BELOW AND RETURN TO THE IPS OFFICE WITH SUPPORTING DOCUMENTS

Family Name: _____ First Name: _____

SJSU ID#: _____ SEVIS ID#: _____

Are you currently on Post Completion OPT? No Yes

If yes, what is the ending date of your OPT as indicated on your EAD? _____

Name of (new) Transfer School: _____

Address/Campus: _____

School Immigration Code: _____ New School Fax #: _____

Requested SEVIS Release Date: _____

(Your transfer CANNOT be changed after this date. Therefore, please be absolutely certain that this is the school you wish to attend.)

Have you been officially admitted to this new school? No Yes

Is this your first semester at SJSU? No Yes ; If yes, have you reported to the new school yet? No Yes

For IPS Staff:

- Photocopy proof of acceptance on back of this form
- SEVIS update: _____
- PeopleSoft Update: _____
- Email student confirmation of SEVIS Release: _____
- Insurance refund: _____