Transfer out procedures:
Step 1: Submit the transfer eligibility report form from your new school (most schools require such a form)

Step 2: Fill out this form

Step 3: Students attach a copy of your acceptance letter from your new school. Scholars attach the invitation/offfer letter from the new school.

Note: Although you may be applying to multiple new schools, the DSO/ARO may indicate only one transfer school in SEVIS.

Your transfer school will not be able to issue you a new SEVIS Form I-20/DS-2019 until the transfer release date. If you decide to cancel or change your school transfer you must notify the Office of International Programs before your transfer release date. On the transfer date, UTEP will no longer have access to your SEVIS record.

You may not work on campus at UTEP or use CPT / OPT / AT given to you by UTEP after your transfer release date.

<table>
<thead>
<tr>
<th>Name:</th>
<th>SEVIS ID#:</th>
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<tbody>
<tr>
<td>E-mail:</td>
<td>UTEP ID:</td>
<td>8 ___ ___ - ___ ___ - ___ ___ ___</td>
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</table>

Transfer School Name and Address

Transfer School Phone and Fax of Int’l Office

SEVIS School Code

Contact Person @ New School

J-1 visa holders: Have you applied for or received a waiver of the 212(e) Home Residency Requirement for your current program? (Please indicate your answer) ☐ Yes ☐ No

Your requested SEVIS transfer release date: _____________________

If this date is before the end of the semester, explain why you need an early transfer (students only):

______________________________________________________________________________

______________________________________________________________________________

FOR OFFICE USE ONLY

Instructions for staff: Date-stamp upon receipt of completed form.

Did student/scholar submit transfer eligibility form for transfer school? _____ Yes _____ No

If yes, date faxed / sent to transfer school ___________ If no, date student/scholar notified ___________

If transferring to EPCC, date clearance form was received ________ “Transfer Out” notation entered in Profile tab section of fsaATLAS ______

SEVIS updated on (mm/dd/yyyy) by __________________ with a transfer release date of (mm/dd/yyyy)