DREXEL UNIVERSITY
International Students and Scholars Services
Student Affairs

F-1/J-1 TRANSFER-OUT
INSTRUCTIONS

If you decide to transfer from DREXEL UNIVERSITY to another US institution, you must complete the ***TRANSFER-OUT FORM*** **BEFORE** you can legally begin studies at the new school.

F-1 STUDENT

If you've graduated or have post-completion OPT, you must apply to transfer **no later than 60 days** following your program completion date listed on your I-20 OR 60 days following the OPT expiration date listed on the EAD card.

J-1 STUDENT

If you've graduated or have academic training, you must apply to transfer **no later than 30 days** following your program completion date listed on your DS-2019 OR **30 days** following the academic training's date listed on the DS-2019 form.

NOTE: For **BOTH F1/J1** statuses you need also to submit to ISSS the following documents:

- ☐ **The acceptance letter from the new institution**
- ☐ **A transfer-in/clearance form from the new institution (if available)**
- ☐ **Drexel ISSS Transfer-out form with the SEVIS release date (see reverse)**

If you are **NOT graduating** (**either on F1/J1 status**) you should apply for a transfer **BEFORE** the end of your last quarter/semester at DREXEL and bring to ISSS the following documents:

- ☐ **The acceptance letter from the new institution**
- ☐ **A transfer-in/clearance form from the new institution (if available)**
- ☐ **Drexel ISSS Transfer-out form with the SEVIS release date (see reverse)**
- ☐ **Withdrawal form (SRC: http://www.drexel.edu/src/academics/forms/) signed by your Academic advisor**

Note: If you are on OPT or Academic Training, your work authorization will be canceled on the release date and you may no longer legally work beyond that date. In order to keep working longer, you should request a release date closer to the expiration of your work authorization -but not after the first day of classes at your new school! The program start date at the transfer-in school must be within **5 months (180 days)** or whichever is earlier: the SEVIS release date or the program completion date at DREXEL. **Contact the new school for their transfer-in deadline.**

RELEASE DATE

As of the SEVIS release date on the form your immigration status/record will "belong" to the new school, and so, DREXEL will no longer have the ability or authority to handle your record and/or access your information. You should be 100% sure you want to transfer to that school as t**he transfer CANNOT be "undone" after the release date**. Also, the new school **CANNOT** issue you a new I-20/DS-2019 until the transfer release date. After DREXEL releases your record, it is **your responsibility** to speak to the new school about your new I-20/DS-2019 and any policies or regulations regarding your immigration status.

GOOD LUCK AT YOUR NEW SCHOOL!!

DREXEL UNIVERSITY
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F-1/J-1 TRANSFER-OUT FORM

Students holding an F-1/J-1 visa transferring from Drexel University to another US institution must complete this form.

STUDENT INFORMATION- Please Print Clearly:

Student's Last Name: _____ First Name: _____

Drexel ID No.: _____ Email: _____

Last date of Attendance at DREXEL UNIVERSITY: ____/____/____ (mm/dd/yy)

I'm transferring to the following Institution: _____
(Name of the school)

_____
(*City/State)*

SEVIS Release Date: ____/____/____ (mm/dd/yy)

Note: The following information is strictly for ISSS research purposes and will be not shared with anyone else.

☐ I have graduated and I'm beginning a new degree program

***For any of the following reasons, a Drexel withdrawal form is required with submission of this form.**

☐ Drexel is too expensive

☐ I have been offered more financial assistance at my new school

☐ Drexel wasn't my first choice of school, but I have since been admitted to my first choice of school

☐ Drexel is too difficult (please explain briefly) _____

☐ Drexel was not what I expected (please explain briefly _____

☐ I have decided to change my major and Drexel does not offer it (please list major): _____

☐ I have been academically dismissed- Term dismissed: _____

☐ **Other** (Please describe briefly): _____

Student's Signature: _____ Date: ____/____/____ (mm/dd/yy)

FOR ISSS USE ONLY

☐ Approved ☐ Denied- Reason for denial: _____

Initials: _____ Completion Date: ____/____/____ (mm/dd/yy)
ISSS P/DSO