

F-1 STUDENT INITIAL TRANSFER OUT REQUEST FORM

This form is used to notify the Office of International Education of your intent to transfer your F-1 nonimmigrant status to another institution as a first-time entry student. **All fields must be completed, or the form will be rejected.**

Print Name: _____		
New York Tech Student ID Number: _____	SEVIS Number: _____	Date of Arrival in U.S.: _____
Phone Number: _____	Email Address: _____	
Forwarding Address: _____	Phone Number: _____	

Brief Reason for Transfer: _____

Important information to help you keep your legal F-1 status during the transfer process:

- You must complete the SEVIS Check In before initiation a transfer out.
- Your record must be transferred within 30 days of your arrival in the U.S. and your new school must also start within those same 30 days.
- If you do not transfer out before the start of classes, you will be required to register for courses here first before we can process your transfer. You can then drop those courses after the transfer is submitted.
- An immigration record is different from an academic transfer.
- *An administrative fee of \$2,500 will be charged to any new student who transfers prior to their initial registration or prior to the completion of their first semester at New York Tech. This is not a fee to transfer the SEVIS record. Your SEVIS record will be transferred without payment. Please know that withholding payment will cause your account to be turned over to a collection agency. Payment can be made by credit card, check, or money order to the [Office of Bursar](#).*
- The SEVIS release date is the date your record is sent to your new school.
- If you decide to cancel your transfer, change the release date, or transfer to a different institution, you must notify OIE **before** your transfer release date. Once the transfer release date has been reached, New York Tech will no longer have access to your SEVIS record.

These additional documents are required and must be submitted along with this form:

- Copy of acceptance / admission letter from your new institution
- Transfer Release form from your new school (if the school has one)
- Bursar Clearance – you must meet with the Bursar pay the fee and to receive clearance.

Please complete the following information:

Transfer school name: _____ City: _____ State: _____
 SEVIS School Code of transfer school: _____ First day of classes: _____
 Requested SEVIS transfer release date: _____
I authorize OIE to transfer my F-1 SEVIS record as indicated above.
(Required) Signature: _____ **Date:** _____
Please email or deliver this form along with the required documents to OIE.
 Christopher Olagunju (New York City) – colagunj@nyit.edu | Karen Johnson (Long Island) johnsonk@nyit.edu