



TRANSFER OUT FORM

Office of International Programs

Cleveland Hall, 1st Floor

**Tel: 568-6119 Fax: 540- 568-8080
iss@jmu.edu**

If you plan to transfer from JMU to another U.S. school, you must use this form to notify the Office of International Student & Scholar Services, JMU, (your “*current* school”) of your intent to transfer and to indicate the school to which you intend to transfer (your “*transfer* school”). Upon receipt of this completed form, the JMU Designated School Official (DSO) will update your record in the Student and Exchange Visitor Information System (SEVIS) as a “transfer out” and indicate the name of your transfer school and a transfer release date.

Note: Although you may be applying to multiple new schools, the DSO may indicate only **one** transfer school in SEVIS. Also your transfer release date will be the end of the current term or session. Please note that your transfer school will not be able to issue you a new SEVIS Form I-20 until the transfer release date. Finally, if you decide to cancel your school transfer you must notify us **before** your transfer release date—once the transfer release date has been reached, JMU will no longer have access to your SEVIS record.

Please complete the information below and return it to the International Program Office:

First Name: _____ Last Name _____

SEVIS ID: _____ JMU PeopleSoft number _____

Transfer School Name: _____

Transfer Release Date _____

Transfer School Address: _____

Transfer School Phone: _____ Transfer School Fax _____

Student Signature _____

If you have any questions about the transfer out procedure, please make an appointment with the International Program Office.

FOR OFFICE USE ONLY

SEVIS updated on _____ with a transfer release date of _____
mm/dd/yyyy mm/dd/yyyy