WESTERN MICHIGAN UNIVERSITY

Request to Transfer-Out SEVIS Record

If you plan to transfer from Western Michigan University to another US school, you must use this form to notify WMU of your intent to transfer and to indicate which school you intend to transfer. *For F-1 students on post-completion OPT, the course of study must begin within five months of the end of OPT or the transfer release date, whichever is earlier.*

Please note that the transfer-in 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 the school transfer, you must notify International Student and Scholar Services (I3S) **before** your transfer release date (once the transfer release date has been reached, WMU will no longer have access to your SEVIS record).

Before you leave WMU, be sure to take care of any financial obligations to the university, drop classes, cancel your health insurance, and notify your department and/or academic advisor of your departure.
**Any employment authorization ends upon transfer-out or non-enrollment.

Items needed when submitting this form:
* Copy of the acceptance letter issued by the university admissions office (not department) from the transfer-in school *(must indicate admission date)*
* Copy of I-20(s)/DS-2019(s)
* Copy of passport, visa, I-94 arrival/departure record
* Copy of OPT card (if applicable)

Student Information:

_____   _____
Last Name   First Name

_____   _____
Date of Birth (MM/DD/YYYY)   City of Birth

_____   _____
Email Address   Phone Number

_____   _____
Major   Department/College

_____   _____
SEVIS Number   WIN

Visa Type: ❑F-1 ❑ J-1   **Education Level**: ❑CELCIS student ❑Undergraduate ❑Graduate

Transfer-In School Information: (must be completed)

_____   _____
Full Name of School   School SEVIS Code/Program Code

_____ _____ _____
City   State   Phone Number

I request that my SEVIS record be transferred to the new school on the following date: _____

Reason for Transferring: _____
_____

I certify that I have complied with US immigration regulations and I will timely inform I3S prior to the SEVIS release date if I decide not to transfer out.

_____   _____
Student Signature   Date

DSO/ARO Signature: _____   Date: _____

Updated in: ❑ SEVIS _____   ❑ ISSM _____
                                          Date Completed   Date Completed
                    ❑ Banner _____   ❑ Copies to: _____
                                          Date Completed