



OFFICE OF INTERNATIONAL
EDUCATION AND SERVICES
LAMAR UNIVERSITY

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Initial Transfer Out and Student Departure Form

This form must be completed by the student and submitted to the International Admissions Office at Lamar University prior to having his/her SEVIS Record released. **Request for Initial Transfer: Requests need to be made within 30 days of arriving in the USA. The start date of the new school must also be within 30 days of initial arrival.**

The following items must be submitted at the time of request:

- SEVIS I-20
- Passport/Biographical Page
- VISA Documents/I-94 card
- I-797 Form – SEVIS Fee
- Dependents(s) passport, I-20, I-94 Card (if they are with you in the USA)
- Copy of Acceptance Letter – *The letter must contain the first day of class date.*

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY:

Steps:

1. Complete and submit this form, along with the documents listed above – including the acceptance letter from the school you intend to transfer to. ***Completion of this form authorizes Lamar University to release your SEVIS record to the new school.***
2. The new school will issue an I-20 to you after the release date.

Please note: Although you may be applying to multiple new schools, Lamar University may indicate only one transfer school in SEVIS. If you decide to cancel your school transfer, you must notify the Office of International Student Programs and Services ***before*** your transfer release date. ***Once the transfer release date has been reached, Lamar University will no longer have access to your SEVIS record.***

GUIDELINES FOR CHOOSING YOUR RELEASE DATE:

If you are currently enrolled or accepted at Lamar University (LU) and you plan to enroll at the new University/College in the next available semester, you should consider the following:

- The release date should be no later than the first class day at the new school.
- You can only work at the school that controls your SEVIS Record. You cannot work at Lamar University once classes begin at the new school or your release date arrives, whichever comes first.
- Once the semester ends at LU and you leave the US, you must reenter the US on the new school's I-20 and stop working at LU.

THE FOLLOWING PAGE IS TO BE COMPLETED BY THE STUDENT

Name: _____ LU ID: L _____
Family First Middle
SEVIS No.: N00 D.O.B. mm/dd/yyyy _____ VISA Type: _____

Current Address: _____

City, State, Zip: _____

Email Address: _____ Telephone No.: _____

Reason for Leaving Lamar University:

- Transfer to another US school
- Returning to Home Country
- Granted Permanent Residency
- Other: _____
- Completed Degree
- Practical Training
- Employment in US (H-1 VISA)

If you are requesting to transfer to another US school, please complete the required information below:

Name of University to which you are requesting to be released: _____

City/State: _____

School's SEVIS Code: _____ Campus: _____

Semester you plan to enroll: _____ Fall _____ Spring _____ Summer Year : _____

If you are transferring to another US school, what is the reason?

If you are going on Practical Training, please list your new address below:

Street: _____

City/State/Zip: _____

Are you currently enrolled at LU as:

Academic English

Bridge

New federal regulation requires all F-1 and J-1 VISA holders to report their change of address to the Office of International Student Programs and Services (OISPS). Students who are currently on Optional Practical Training (OPT) or Academic Training must forward any change of address to the OISPS within 10 days of moving. Failure to do so could lead to loss of legal status.

I certify that all of the above information is correct and true. I authorize ISSO to release my SEVIS Record. If I do not transfer, I must inform ISSO immediately.

Signature of Student/Applicant

Date mm/dd/yyyy

For Office Use Only: (Do not write below this line)

I certify that the student's SEVIS record has been transferred to the institution indicated by the student in this form.

P/DSO Signature

Date

SEVIS Release Date