

Auburn University, Office of International Education (OIE)

INTENT TO TRANSFER FORM INSTRUCTIONS

Revised: June 2008

Instructions: This form is to be used for F-1 students currently attending Auburn University who intend to *transfer out* of Auburn to another university. Read the information on this page and complete the attached form and submit it with the required documents indicated on the form.

Students who want to *transfer to* Auburn University should utilize the “Status Verification Form” available on the OIE section of the Auburn University website.

RESTRICTIONS ON TRANSFERRING

- A student who has used an I-20 issued by Auburn University to enter the United States may NOT transfer to another school sooner than one semester after he/she has arrived.
- An F-1 student who was not pursuing a full course of study at the school he/she was last authorized to attend will be considered out of status. The student’s SEVIS record can be transferred to another school; however, it will be in “terminated” status. Consequently, the student must still apply for reinstatement or depart the United States and return as an initial entry in a new F-1 nonimmigrant status prior to beginning his/her studies at the new school.
- An F-1 student must begin classes at the transfer school or program within 5 months of transferring out of the current school or within 5 months of the program completion date on his or her current Form I-20, whichever is earlier.
 - In the case of an F-1 student authorized to engage in post-completion OPT, he/she must be able resume classes within 5 months of transferring out of the school that recommended OPT or the date the OPT authorization ends, whichever is earlier.
- Authorization to engage in OPT/CPT is automatically terminated when the student transfers to another school (for those students currently on OPT/CPT). The termination is based on the date the SEVIS record is terminated.
- The student may only engage in on-campus employment at the school having jurisdiction over his/her SEVIS record. After the transfer date has been reached, the student is only eligible to work at his/her new school.
- All F-2 dependants must transfer with the F-1 principal and must be in status as well.

NOTE:

- The SEVIS release date is the current semester or session completion date, or the date of expected transfer if earlier than the established academic term.
- If a student changes his/her mind for certain reason, OIE can only cancel the student’s transfer request **prior to the SEVIS release date.**
- Although a student may apply to and be accepted by more than one school, SEVIS only allows a student’s record to be available to one school at a time.
- After the release date, a student must work with the DSO of transfer school to accomplish a second transfer to another USCIS approved school or transfer back to his or her previous school.
- **International student athletes** MUST see OIE 30 days prior to transferring to another school, even if they have been cleared by the Athletics Department to transfer.

INTENT TO TRANSFER FORM

Auburn University, Office of International Education

Date Stamp

Instructions: Complete this form and submit it to OIE at least **30 days prior** to the date you want to transfer out of Auburn University. Submit this form with **copies** of

- Most recent I-20
- Visa
- Passport information pages
- I-94 card
- Admission letter to the other institution.

*******No actions will be completed until all required documents are received.*******

Last Name: _____ First Name: _____

Auburn ID No.: _____ SEVIS ID No.: _____

Auburn Email: _____ Phone Number: _____

Department: _____ Level of study: Bachelors, Masters, Ph.D., Other _____

*****INTENDED transfer date:** ____/____/____ **(Date your SEVIS record will be released to your new school)**

School to which you will transfer: _____ School Code: _____

City: _____ State: _____ Contact person: _____

Title/Office: _____ Phone number: _____

Are you engaging in CPT or post-completion OPT now? Yes No **If yes, which one?:** _____

Start date: _____ End Date: _____ Number of F-2 dependents: _____

To be completed by student's Academic Advisor or Department Chair:

The above-named student is an F-1 student pursuing a _____ (Program level) in the Department of _____. He/she is in good standing and has discussed his/her intent of transfer out of Auburn University with me. I understand that he/she will leave as of _____ (Date).

Name of advisor/chair (printed)

Signature of advisor/chair

Date

To be completed by the Student:

I hereby request that OIE complete my transfer out process based on the date above. I have read the information outlined in the instructions page of this form and understand that if I change my mind or change schools to which I will transfer to I must notify OIE PRIOR to the release date noted above or I will be considered out of status:

Student signature: _____

Date: _____

OIE Office use only				
Program Dates	Begin	____/____/____	End	____/____/____
GOINTL <input type="checkbox"/>	SPAIDEN <input type="checkbox"/>	SHATERM <input type="checkbox"/>	SFAREGQ <input type="checkbox"/>	SOAHOLD <input type="checkbox"/>
Approved by:	_____		Date:	_____
Remarks:	_____ _____			