



F-1 Student Transfer-Out Form

All Landmark College F-1 students including those who have graduated, must complete a SEVIS immigration transfer process if planning to attend another educational institution in the U.S. (This immigration process will *not* transfer your credits!)

Student Name

Date

Transfer School Name

Transfer School Address

Transfer School Telephone

Transfer School Fax

If you plan to transfer from Landmark College to another U.S. school, you must use this form to notify Landmark College of your intent to transfer and to indicate the school to which you intend to transfer.

Upon receipt of your completed form, we 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. Your transfer release date will be the end of the current term, unless you can document your need for an earlier release date.

Although you may be applying to multiple new schools, we may indicate only **one** transfer school in SEVIS.

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, Landmark College will no longer have access to your SEVIS record.

Once you have completed this form, please attach a copy of your admission letter from the college/university to which you are transferring and return to the Office of the Dean of Students located on the second floor of the Strauch Family Student Center.

Student Signature

Date