



# Millersville University

OFFICE OF INTERNATIONAL PROGRAMS AND SERVICES

## TRANSFER OUT FORM

This form is used to notify Millersville University of your intent to transfer your F-1 or J-1 immigration status to another school or institution. **Please allow one week for processing.**

First Name, Middle Initial	Last Name	M Number
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Date of Birth (mm-dd-yyyy)	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Telephone	Millersville Email
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Current Address (U.S)

### IMPORTANT INFORMATION REGARDING TRANSFERRING

- An immigration transfer is different from an academic transfer. By submitting this request, you are asking the Office of International Programs and Services (IPS) at Millersville University to transfer your F-1 or J-1 SEVIS record to a new institution where you will pursue your studies. No other actions are taken by IPS in addition to the immigration transfer.
- Please refer to the attached Transfer-out Checklist for a list of other actions you may be required to take.
- You may choose only one ‘transfer school’; therefore, wait until you have been accepted to the new institution and have decided to attend that school before requesting a transfer.
- You may transfer your F-1 or J-1 status at the end of your current semester of enrollment, upon completion of studies, or during/after finishing OPT. You may transfer during your 60 day grace period after graduation.
- To be eligible for a transfer, you must maintain valid F-1 or J-1 status.
- You must begin studying at your new institution within **five months** of completion of study at Millersville University or end of OPT.
- Together with the International Student Advisor, you will chose a ‘**transfer release date**’ on which your SEVIS record will be moved to the new school. Your new institution will issue you a new I-20 or DS-2019 after the transfer release date. Before beginning studies at the new institution, you must check-in with the international office there and process a transfer completion.
- If you decide to cancel your transfer, change the date, or transfer to a different institution, you must notify IPS **before** your transfer release date—once the transfer release date has been reached, Millersville University will no longer have access to your SEVIS record.
- Your transfer-in institution may give you a “transfer verification form.” If so, please give it to IPS.

### CHECKLIST OF REQUIRED DOCUMENTS

- Copy of your current I-20 (pages 1 & 2) or DS-2019
- Copy of your admission letter from your new institution
- An unofficial MU transcript downloaded from MAX
- If you are currently on post-completion OPT, attach a copy of your EAD card

### PLEASE COMPLETE, READ THE STATEMENT BELOW AND SIGN

Transfer School Name	City	State
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Transfer School/Campus Code	Phone Number of International Office/PDSO
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Requested transfer release date: \_\_\_\_\_ (date may be determined during your advising appointment)

#### Read the statement below, sign and date.

I authorize the Office of International Programs and Services to transfer my F-1 or J-1 SEVIS record as indicated above.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## TRANSFER OUT CHECKLIST

**This Checklist shows actions you should take to complete the SEVIS transfer process, complete your transfer from Millersville University, and successfully move to your new institution.**

- Decide if you want to accept an admission offer to another university and attend that institution.
- Schedule an appointment to meet with an Office of International Programs and Services advisor by emailing [international@millersville.edu](mailto:international@millersville.edu) or calling 717-871-7506.
  - Fill out the F-1 or J-1 *Transfer Out Release Form* to complete the SEVIS immigration transfer.
- Contact the new educational institution:
  - Get information on their transfer-in process.
  - Notify them of the SEVIS release date.
  - Obtain admission/offer letter.
- If you have not yet completed your program, notify your academic department of your intent to leave Millersville University.
- If you are a student and are registered for the next term, before the first day of that term, please contact the Registrar's Office to be disenrolled.

Location: Lyle Hall, First Floor  
Email: [registrar@millersville.edu](mailto:registrar@millersville.edu)  
Phone: 717-871-5005  
Hours: Mon-Fri 8am to 5pm

- Housekeeping
  - Return all library books.
  - If you are in university housing, contact the Housing Office at <http://www.millersville.edu/housing>.
  - Cancel, sublet or re-assign your housing lease. Cancel services: gas, electric, water, and phone.
  - Go to the U.S. Post Office and complete the form to have your mail forwarded or visit the U.S. Post Office online at <http://www.usps.com/> and enter your "Change of Address" information online.
  - Access your student accounts and make sure all your bills are paid.
    - Monitor this for a few months to ensure no new charges have been applied.
  - Access MAX and update your Current Address to your new address.

Students: Your MU email address is terminated after one year of not being active in a program.