

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	Student ID Number
Date of Birth (mm-dd-yyyy)	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Telephone	Millersville Email

Current Address (U.S) (Full Street Address, City, State, Zip)

IMPORTANT INFORMATION REGARDING TRANSFERRING

- An immigration transfer is different from an academic transfer. By submitting this request, you are asking the Warfel Center for 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 WHICH MUST ACCOMPANY THIS FORM

- ☐ 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
- ☐ Submission of the [Transfer Out Survey](#)

PLEASE COMPLETE, READ THE STATEMENT BELOW AND SIGN

Transfer School Name	City	State
Transfer School/Campus Code	Phone Number of International Office/PDSO	

Requested transfer release date: _____ (date may be determined during your advising appointment)

Read the statement below and complete in DocuSign.

I authorize the Warfel Center for 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 the Warfel Center for International Programs and Services advisor by emailing International.Services@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
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.