



You must notify DePaul University (your “current school”) of your intent to transfer to the new school (your “transfer school”) in a timely fashion based on strict immigration deadlines. It will take DePaul University approximately **3 business days to process your transfer request**, so you will want to be sure to plan ahead. Please read the front and back of this form carefully before submitting it to the International Students and Scholar Services (ISS).

<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>DEPAUL STUDENT ID NUMBER</b>
		<b>E-MAIL</b>
		<b>PHONE NUMBER</b>

**I AM A:** (Please check one of the following boxes)

DEGREE STUDENT **OR**  ENGLISH LANGUAGE ACADEMY (ELA) STUDENT

**I AM A:**

NEW (INITIAL) STUDENT AT DEPAUL UNIVERSITY **OR**  CONTINUING STUDENT AT DEPAUL UNIVERSITY

**I HAVE INTERNATIONAL TRAVEL PLANS IN THE NEXT TWO WEEKS:**

YES **OR**  NO

**SCHOOL TO WHICH YOU WANT TO TRANSFER:** (Name of School, City, State) Please be careful to list the full and proper name of the school, as well as the city and state in which it is located. **Please also attach a copy of your letter of admission from your new school.**

**DATE YOU WISH FOR DEPAUL UNIVERSITY TO RELEASE YOUR (ELECTRONIC) SEVIS RECORD TO YOUR NEW SCHOOL:** Please note that the SEVIS release date must be a regular business day (i.e. Monday through Friday) and **must be in the future (no earlier than 3 business days from the date the form is submitted):**

\_\_\_\_/\_\_\_\_/\_\_\_\_ (MM/DD/YYYY)

**I HEREBY AUTHORIZE THE DESIGNATED SCHOOL OFFICIAL / INTERNATIONAL STUDENT AND SCHOLAR SERVICES TO RELEASE MY SEVIS RECORD TO THE SCHOOL I HAVE INDICATED ON THIS FORM. I UNDERSTAND THAT ONCE THE RELEASE DATE PASSES, I CANNOT CHANGE MY DECISION ABOUT WHICH SCHOOL I WILL TRANSFER TO.**

\_\_\_\_\_  
**STUDENT'S SIGNATURE**

\_\_\_\_\_  
**DATE FORM SUBMITTED TO ISS**

## IMPORTANT REMINDERS:

- (1) You must choose only one school to which you wish your SEVIS records to be transferred. Although you may apply to more than one school, SEVIS only allows your records to be released to one school.
- (2) You must initiate the transfer process (i.e. submit this form to ISS) within the following strict timelines:
- If you have completed your degree requirements, no later than 60 days after the final day of the term you completed your degree requirements.
  - If you are currently in your period of Optional Practical Training (OPT), no later than 60 days from the OPT end date.
  - If you are a continuing student (not yet completed degree requirements), no later than the 60 days from the end date of the quarter in which you were last enrolled full-time at DePaul University.
- (3) You must choose the transfer school and release date carefully. **Once the release date has passed, you will not be able to request that your transfer records be released to a different school.** ISS will not have access to your SEVIS record after the release date. If you wish to cancel your school transfer and/or change the transfer school, you must do so before the release date.
- (4) You must begin classes at the transfer school no later than 5 months from your program completion date at DPU. Students in F-1 status may not remain in the U.S. for more than 5 months between completing at their “current school” (DPU) and beginning classes at their transfer school (new school). **NOTE:** If you are transferring to an Intensive English Language Program, the 5 month rule may not apply. You must speak with the International Office of your “transfer school” (new school) to find out their requirements.

## PLEASE NOTE:

1. The release date must be after the DPU quarter end date and should be within your 60-day grace period (which begins counting from the last day of the quarter during which you were last enrolled full-time at DPU). The release date should also ideally be at least 1-2 weeks prior to the expected start date of your “transfer school” (new school).
2. The release date can be no later than 60 days after the completion of your studies at your “current school” (DPU).
3. **DO NOT FORGET:** To complete your transfer, you must contact the International Office of your “transfer school” (new school) within 15 days of the program start date listed on your new transfer school SEVIS I-20. The transfer will be considered complete only if you obtain a “continued attendance” I-20 from your new school. This new I-20 must also indicate the date the transfer was completed, otherwise you may lose your lawful F-1 student status.