# SANTA ANA COLLEGE
## International Student Program

# F-1 STUDENT TRANSFER OUT/TERMINATION FORM

This form is used to notify the International Student Program of your intent to transfer to another institution or termination of your F-1 status. You must submit this request to the International Student Program Office prior to the end of your program.

| Last Name | First Name | |
|-----------|------------|---|
| Date of Birth (MM/DD/YY) | SEVIS Number | Student ID Number |
| Email Address | Phone | |

**BRIEF REASON FOR TRANSFER/TERMINATION:**

- ☐ Complete program and transfer
- ☐ Complete program and return home
- ☐ Program/Degree not offered at SAC
- ☐ Relocation/Moving away
- ☐ Finances
- ☐ Academic dismissal
- ☐ Permanent residency approved
- ☐ Permanent residency pending
- ☐ Change to other non-immigrant visa
  - ☐ H Visa  ☐ E Visa  ☐ L Visa
- ☐ Never attended
- ☐ No longer want to attend SAC
- ☐ Other_____

**IMPORTANT INFORMATION**

- An immigration record is different from an academic transfer. By submitting this request, you are asking ISP to transfer your F-1 SEVIS record to a new institution where you will continue your studies.
- No other SAC procedures are done by ISP, only the immigration record is managed. Please be sure to follow all SAC processes for transfer or graduation.
- You may choose only one 'transfer school'; therefore, wait until you have been accepted to a new intuition and have decided to attend that school before requesting transfer.
- You may transfer your F-1 status at the end of the current semester upon completion of your studies, or during/after finishing OPT. You may transfer during your post-completion OPT grace period. (If you request a transfer and begin your new program before the OPT end date, the remainder of your OPT will be canceled.)
- To be eligible for a transfer, you must be maintaining a valid F-1 status.
- You must begin studying at your new institution within five months of completion of study at SAC or during the next available term at your new school, whichever is earlier, or at the end of your OPT period.
- The SEVIS release date is the date your record is sent to your new school.
- If you decide to cancel your transfer, change the release date, or transfer to a different institution, you mush notify ISP before your transfer release day. Once the transfer release date has been reached, SAC will no longer have access to your SEVIS record.

**CHECKLIST OF REQUIRED DOCUMENTS FOR TRANSFER:**

- ☐ Copy of admission letter from your new institution
- ☐ Transfer-in form from your new school (if applicable)

**PLEASE COMPLETE THE FOLLOWING INFORMATION:**

Transfer school name: _____

Address: _____

SEVIS School Code of Transfer School: _____First day of Class: _____

Requested SEVIS transfer release date: _____

I authorize ISP to transfer/terminate my F-1 SEVIS record as indicated above

Student Signature: _____ Date: _____