



DIVISION OF STUDENT AFFAIRS INTERNATIONAL STUDENT SERVICES PROGRAM



TRANSFER FROM COPPIN STATE UNIVERSITY

F-1 Students planning to transfer from Coppin to another school in the U.S. must follow an immigration transfer process through **SEVIS** in order to maintain valid immigration status:

1. Obtain admission to enroll at the new school.
2. Complete the **Transfer-Out Request Form** and attach a copy of your admission letter or proof of admission and submit to International Office. (Note: Some admitting schools may also have their own "Transfer In" or "Transfer Verification" form.)
3. The International Office will release your record through SEVIS to the new school on the last day of the current term.
4. Upon the SEVIS release date, the new school will have access to your record and be able to issue an I-20 for transfer. The Coppin State I-20 will no longer be valid.
5. Complete the transfer process at the new school. The transfer must be completed no later than **15 days** from the start date on the new school I-20. Contact the new school's International Students office regarding the transfer completion process at that school.

Transfer "Release"

Students may apply to many schools, but the SEVIS record can only be transferred to one school. Once the record is transferred out from Coppin to the new school, it cannot be changed after the release date. Therefore you should make your final decision about which school you will transfer to before requesting a release.

The transfer release date will be the last day of the last registered semester or summer session at Coppin. If a different release date is requested, please meet with an advisor at Coppin's International Office.

The SEVIS record must be released no later than 60 days after the last day of the last registered semester or summer session. Allow three days for processing.

If the time period between the end of enrollment at Coppin and the start date of the program at the new school will be more than five months, please meet with an advisor at Coppin's International Office.



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FORM FOR TRANSFER OF SEVIS RECORD

You must complete this form when:

- You are currently enrolled and plan to transfer from Coppin State University to another U.S. school
- You have completed your program at Coppin State University and wish to attend another U.S. school for another degree program
- You are in post-completion OPT and wish to begin study at another U.S. school for another degree program

Upon receipt of your completed form, the International Student Services Coordinator will update (“transfer out”) your record in The Student and Exchange Visitor Information System (SEVIS) on the date requested. Please note that your transfer school will not be able to issue a new SEVIS Form I-20 until the transfer release date. If you decide to cancel your school transfer, please notify ISSP Coordinator before your transfer release date.

Note:

- Although you may be applying to multiple new schools, CSU can transfer your SEVIS record to **only one school**. Proof of admission is required.
- You may not have any registration holds prior to transfer.
- Once your SEVIS record is transferred to the new school, you will no longer be eligible to work on campus at CSU.
- Once you register at the new school, your OPT is expired.

Name _____ Date _____
(Last/ Family Name) (First/ Given Name)

CSU ID# _____ Date of Birth _____

Current Address _____
(City) (State) (Zip)

Telephone _____ Email _____

I-94 Number _____ SEVIS ID Number _____

Transfer School Name _____

Transfer School Address _____
(City) (State) (Zip)

DSO Name at Transfer School _____ Transfer School SEVIS ID _____

DSO Phone _____ DSO Fax _____

Transfer Release Date _____

If your transfer release date falls before your graduation date this semester, please provide an explanation below, along with documentation supporting your explanation.