



# International Affairs

UNIVERSITY OF COLORADO  
COLORADO SPRINGS

## TRANSFER-OUT REQUEST

To request the transfer of your SEVIS record FROM UCCS to another SEVP approved school, please complete this form and email it to [international@uccs.edu](mailto:international@uccs.edu). You will receive an update to your UCCS email address confirming your transfer-out in SEVIS when it has been entered or if more information is needed for your request. Please allow 3 business days.

**IMPORTANT – A copy of your admissions acceptance letter for your new school is REQUIRED with this form. Your new school may have additional forms that you need to complete to be eligible for transfer.**

_____	_____	_____	_____
Last Name	First Name(s)	UCCS ID	Phone Number
_____	_____	_____	_____
UCCS Email Address	College	Major	Degree Level

Please select your immigration document:  F-1: Form I-20, Number: \_\_\_\_\_  
 J-1: Form DS-2019, Number: \_\_\_\_\_

School transferring to: \_\_\_\_\_ Location: \_\_\_\_\_

New School SEVIS code: \_\_\_\_\_

Date to begin studies in new school: \_\_\_\_\_

Please release my SEVIS record to the new school on (date) \_\_\_\_\_ so that the SEVIS transfer process can begin and the new school can issue me a new I-20 or DS-2019.

I understand and accept the following:

- I can transfer to only one other school and it is my final decision to transfer
- I must be in-status and have no status violations to be eligible for this transfer, and I must provide proof (copy of the admission letter, including start date) of the new admission to be eligible for this transfer
- My new program must begin within 5 months, or I am not eligible for this transfer
- It is my responsibility to drop or withdraw from all UCCS courses for which I have future enrollment, or I will be charged in full and receive failing grades for them
- It is my responsibility to obtain a new I-20 or DS-2019 from the new school and to comply with all policies and regulations of the U.S. Citizenship and Immigration Services (USCIS)
- It is my responsibility to contact the new school, and inform them that I will (please mark one):
  1. \_\_\_\_\_ remain in the U.S. and transfer directly from UCCS, or
  2. \_\_\_\_\_ leave the U.S. and return using the new I-20 or DS-2019.

Reason for Transfer: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**If transferring to any community college in Colorado, please have your new DSO complete the following:**

I confirm this student is accepted into our institution and eligible for transfer: YES NO (circle one)

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

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_