



International Student Services Program FORM FOR TRANSFER OF SEVIS RECORD

Rev. 10/06

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 graduation date this semester, please provide an explanation below, along with documentation supporting your explanation.

Submit this form along with a copy of your acceptance letter.

Please return to: Office of International Student Services,
Coppin State University, 2500 W. North Avenue, Baltimore, Maryland 21216
Fax: (410) 951-3934 Phone: (410) 951-3933