TRANSFER-OUT FORM FOR F-1 STUDENTS

*Please note that the following information is collected directly from the US Immigration and Customs Enforcement (ICE) at www.ice.gov. Please refer to this webpage for further information concerning transfer and other questions.

If you have an *active SEVIS record* and want to transfer to another institute you must:

- Maintain F-1 status at Missouri Southern State University (MSSU) by pursuing a full course of study or be engaged in post-completion optional practical training (OPT) until the transfer release date.
- Be accepted by another SEVP-certified school. To prove this you must provide the Office of International Admissions with the following information:
    - Written confirmation of acceptance (a Letter of Acceptance)
    - Contact information for your new school's DSO (International Student Advisor)
    - The SEVIS school code for the transfer-in school to ensure transfer to the correct school

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The I-20 release date is chosen on your academic needs, travel and work plans and projected program start date at the transfer-in school.

- Reason for transfer: _____
- Will you travel outside of the USA directly before/after this transfer occurs?   Yes / No
    - If "yes" please list the dates and locations of your travel: _____
    _____
    _____
- Are you currently authorized to work off-campus (CPT/OPT/EAD)?   Yes / No
- Are you currently employed on-campus?   Yes / No
- Do you have any outstanding balances at MSSU?   Yes / No

** Once the transfer release date passes the responsibility for your SEVIS record transfers to the DSO at the transfer-in school. The Office of International Admissions at MSSU will no longer have access to the record to make changes or print a new Form I-20. Once your I-20 has transferred, contact the new DSO at the transfer-in school and ask them to create a Form I-20 issued for the reason of transfer. This Form I-20 will have your new program start date. Obtain this new I-20 to travel with as your **previous I-20 will no longer be considered valid**.