



## TRANSFER OUT INSTRUCTIONS

### HOW TO TRANSFER YOUR F-1 SEVIS RECORD TO ANOTHER U.S. INSTITUTION

Please follow instructions carefully and completely to avoid delays in processing your transfer.

*If you are not graduating, you should apply for a transfer of your F-1 SEVIS record at the end of the semester you wish to transfer. If you are graduating or have completed post-completion OPT, you must apply to transfer your immigration status no later than 60-days following your program completion date or OPT expiration date listed on your OPT EAD card. Students on full-time post-completion OPT may apply to transfer their immigration status any time before their OPT expires; however, **you will forfeit the remainder of your OPT authorization.***

1.



**Division of Global Engagement**  
**USCIS/SEVIS Transfer-Out Release Form**

Please read the *Transfer Out Instructions*, sign them and then complete this form and return it with a copy of your admission letter and resignation form to: The Division of Global Engagement – Student Union, Room 136.

Email: [oa@louisiana.edu](mailto:oa@louisiana.edu) Phone: (337) 482-6819

**To be completed by student:** Please read this form carefully and complete all sections. **Upon the release date of the SEVIS**