



# International Student & Scholar Services

Northern Kentucky University  
305 Nunn Drive  
Highland Heights, KY 41099

Tel: 859-572-6517  
Fax: 859-572-6178  
ISSS@nku.edu

## Early Transfer-Out Request Form

I entered the U.S. using Form I-20 issued by Northern Kentucky University (NKU) and have now decided to transfer to another university/college. By completing this form and providing documentation of my admission to another institution, I authorize the transfer of my records in the Student and Exchange Visitor Information System (SEVIS) to my new school.

I understand I must be admitted and provide proof of my admission (admission letter) to a new school and begin studies within 30 days of my entry into the U.S. to be eligible to transfer out. If I am not eligible, and do not enroll at NKU or another school for the current semester, I understand that I will lose my F-1 student status in the United States.

I, \_\_\_\_\_, have entered the U.S. using Form  
(Family name, given name)

I-20 issued by NKU and now request transfer to \_\_\_\_\_, the school code in SEVIS for this

School is \_\_\_\_\_. The school is located in \_\_\_\_\_  
(City, state)

I request that my NKU SEVIS record be released to the new school on: (month) \_\_\_\_\_ (date) \_\_\_\_ (year) \_\_\_\_\_

The reason for my transfer is \_\_\_\_\_

I have provided proof of my admission to the new school, and I authorize the NKU International Student & Scholar Services to complete the transfer-out process in SEVIS.

**Printed Name:** \_\_\_\_\_

**U.S. Address:**

**Signature:** \_\_\_\_\_

\_\_\_\_\_

**Date:** \_\_\_\_\_

\_\_\_\_\_

**E-mail:** \_\_\_\_\_

\_\_\_\_\_

**NKU ID Number:** \_\_\_\_\_

\_\_\_\_\_

**For Use by International Student & Scholar Services**

Date SEVIS transfer-out completed: \_\_\_\_\_

Initials: \_\_\_\_\_