



International Student & Scholar Services

Northern Kentucky University
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TRANSFER OUT FORM

(Use this form to request transfer from NKU to another school)

Name of Student: _____

NKU ID Number: _____

Please select your immigration document:

- F-1: Form I-20, Number: _____
J-1: Form DS-2019, Number: _____

I have been admitted to (name of college or university) _____ Located in (city and state)
_____. The school code in SEVIS for this school is _____

I intend to transfer to that school and begin my studies there on (date) _____. A copy of my admission letter to my new school is included with this completed form.

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

The reason for my transfer is _____

I understand and accept the following:

- I can transfer to only one other school, and I have made a final decision regarding this transfer before completing this form
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 NKU 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)
Once my SEVIS record has been released, I can no longer work on-campus at NKU and any current off-campus work authorizations will no longer be valid (including OPT).
It is my responsibility to contact the new school, and inform them that I will:
1. _____ Remain in the U.S. and transfer directly from NKU, or
2. _____ Leave the U.S. and return using the new I-20 or DS-2019

Signature: _____

Date: _____