















How To Submit the Transfer Out Request in MyiSCU

Select the Transfer Out Request eForm under the F-1 Student Services Menu

- Home
- Changing to F-1 or J-1 Student Status
- Check-in: Immigration Check In
- F-1 Practical Training
- F-1 Student Services**
- Upload Immigration Documents
- View My Information

F-1 Student Services

Tasks

 Add F-1 Student Dependent	 Change of Program / Level I-20 Request	 Concurrent Enrollment Letter Request
 Curricular Practical Training (CPT)	 I-20 Extension Request	 I-20 Travel Signature Request
 Reduced Course Load (RCL) Request	 Return from Leave of Absence I-20 Request	 SSN Letter of Support Request
 Thesis/Capstone Confirmation Request	 Transfer Out Request	 Update Financial Information
 Update my Emergency Contact	 Update my US address and Contact Information	

Enter the required information, upload the admission letter, and click Submit.

Transfer Out Request

(*) Information Required

Use this eForm to request that your SEVIS immigration record be transferred to another school. You will need:

- Proof that you have been **unconditionally** admitted to a new school.
- Confirmation from you on the exact date (MM/DD/YYYY) that you want your immigration record released. This should be a date in the future (after you complete classes or employment) and should allow for enough time to complete the transfer (typically 2 business days).
- Any transfer in forms that your new school requires. If the school uses an eForm, please have it emailed to iss@scu.edu.
- School name and SEVIS school code.

Please note:

- Once your immigration record is released all immigration work authorization (including CPT, OPT, STEM OPT) must end immediately.
- You must begin classes at your new school for the next available term and within 5 months of the last day you attend classes (or engaged in OPT / STEM OPT) with SCU. If you plan to travel between programs, please discuss travel plans with your new school.

Note: If you completed your academic program at SCU, and you plan to travel internationally, you should not depart the U.S. until after your SEVIS record has been released to your new school and, ideally, until you have received your I-20 from the new school. We recommend contacting the new school to talk about your travel plans.

Upload proof of admission *

Select File

Requested transfer date*

MM/DD/YYYY

Does your new school require a transfer in form?*

Yes No

Full name of new school*

School Code (15 digit code including letters and numbers)*

Save Draft

Submit

