Cal Poly Humboldt.

International Students | Office of Records & Registration •
SBS 133 • Arcata, California 95521-8299 •
707-826-4101

I-20 Transfer Out Request Form

If you are planning to transfer to another college or university, before you depart Cal Poly Humboldt, you must do the following:

1. Notify your immigration advisor of your intent to transfer to a new school immediately. If you leave and do not register for the next session in the first 30 days and we have not been notified of your intent to transfer, your SEVIS record will be terminated, which makes you unable to transfer to another school.
2. You must show proof of acceptance at the new school and complete this form before we can process your transfer request and release your SEVIS record to the new school.
3. If you are currently enrolled in classes for the term you plan to transfer, withdraw from all courses. If you do not withdraw from courses you have registered for, you may be charged tuition and fees even if you transfer your SEVIS record. A refund may not be possible if you withdraw too late.
4. Pay all outstanding bills (housing, & registration fees) at Cal Poly Humboldt, or you will not be able to obtain official transcripts from the Office of the Registrar.
5. Update your address and personal email on your Student Center so that important documents can be sent directly to your new address.

Instructions

If you plan to attend another school in the U.S. you must request that your SEVIS record be released in order to receive your new I-20 or DS-2019 from your next U.S. school. Please submit this form to your immigration advisor along with a copy of your acceptance letter/email to the new school so we can set up the release of your SEVIS record. Once your record has been released, Cal Poly Humboldt will no longer have access to your SEVIS record. Your record will not be transferred unless we have your written permission(this form).

Before completing this form, it is important to:

√ **get admitted** to the next school as you must show proof of admittance; and
√ **decide for sure** which school you will transfer to before submitting this form and requesting us to transfer your SEVIS record.

Student Information

Student Name: _____ Humboldt ID#:_____
Full name of school you are transferring to:_____
Adress of the school you are transferring to:_____
School code or program number of the "transfer to" school:_____
Contact name and phone number(DSO or RO) at the new school:_____
What type of Program will you enroll in? ☐ Bachelor's ☐ Master's
Date you plan to begin studies at the new school:_____
Anticipated last day of attendance at Humboldt: _____
Date you would like us to release your SEVIS record to new school: _____

I request that Cal Poly Humboldt release my SEVIS record to the school named above.

Signature: **Date:**

For Official Use Only: ☐ SEVIS record transferred out_____ Date &Initials