



OISS, Northern Kentucky University
UC, 366 Nunn Drive
Highland Heights, KY 41099
859.572.6517

TRANSFER OUT FORM

Transfer out Procedures: If you plan to transfer out from Northern Kentucky University to another U.S. school, you must use this form to notify Northern Kentucky University (your "current school" of your intent to transfer and to indicate that school to which you intend to transfer ("your transfer school"). Upon receipt of your completed form, a Northern Kentucky University Designated School Official (DSO) will update your record in the Student and Exchange Visitor Information System (SEVIS) as a "transfer out" and indicate the name of your transfer school and a transfer release date. Note: Although you may be applying to multiple new schools, the DSO may indicate only one transfer school in SEVIS. Also, your transfer release date will be the end of the current term or session, unless you can document your need for an earlier release date. Please note that your transfer school will not be able to issue you a new SEVIS Form I-20 until after the transfer release date. Finally, if you decide to cancel your school transfer, you must notify Designated School Office (DSO) at NKU's Office of International Students and Scholars before your transfer release date - once the transfer release date has been reached, Northern Kentucky University will no longer have access to your SEVIS record.

Please complete the form below and return it to the OISS Main Office:

- 1. First Name:
2. Last Name:
3. SEVIS ID:
4. Admission Number (I-94 Number):
5. Transfer School Name:
6. Transfer School address and transfer school code (including 3-digit suffix):

- 7. Transfer School Phone:
8. Transfer School Fax:
9. Do you need a transfer release date before the end of the current term or session: Yes ___ No ___
10. Please indicate below:
a. Your request transfer release date:
b. Your reason for requesting an early transfer release date. Note you must attach documentation (such as an acceptance letter showing that you must report to your new school before the end of your current term or session at Northern Kentucky University) to this form which supports your request.

Reason:

For Office Use Only
Instructions for staff: Date-stamp upon receipt of completed form. Make photocopy of form for student; place original form (with copy of any supporting documentation) in student's file when done.
SEVIS updated on by with a transfer release date of