



CENTRAL CONNECTICUT STATE UNIVERSITY  
 International Student & Scholar Services  
 Henry Barnard Hall –#5, Room 406  
 1615 Stanley Street, New Britain, CT 06050  
 Tel: 860.832.2040. Fax: 860.832.2047  
[www.ccsu.edu/iss](http://www.ccsu.edu/iss)

**Transfer Out Form  
 for F-1 & J-1 Students**

The purpose of this form is to request a transfer of your SEVIS immigration record to another academic institution. Please note that once your record has been transferred, we will no longer have access to your information. Should you change your mind about the transfer, you must contact us and the new school immediately. Remember to withdraw from your CCSU classes for the semester in which you intend to begin your studies elsewhere, to avoid any financial charges.

**Transfer of your SEVIS record to your new school will automatically terminate any work authorization based on Optional or Curricular Practical Training, Academic Training or Economic Hardship.**

You must complete the Transfer Process with the International Student Advisor at your new school upon your arrival to maintain lawful F-1 or J-1 status.

**Section I: To be completed by the Applicant.**

Date: \_\_\_\_\_ SEVIS ID#: \_\_\_\_\_

Name: \_\_\_\_\_

Social Security# (if known): \_\_\_\_\_

**I have been accepted and wish to transfer to:**

School Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

School Code: \_\_\_\_\_ Intended Transfer Date: \_\_\_\_\_

ISA's Name/Phone: \_\_\_\_\_

**BY SIGNING THIS FORM, I AUTHORIZE MY INTERNATIONAL STUDENT ADVISOR (ISA) TO RELEASE MY SEVIS IMMIGRATION RECORD TO THE SCHOOL LISTED ABOVE.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note: Your SEVIS record cannot be transferred out to your new school until the last day of the current semester/session.**

**PLEASE RETURN THIS FORM BY E-MAIL or FAX TO:**  
 Toyin Ayeni at 860.832.2047 or e-mail: [ayenio@ccsu.edu](mailto:ayenio@ccsu.edu)