



F-1 International Student Transfer Out Request

This form is used to notify International Student Services (ISS) of your intent to transfer to another SEVIS-approved school. Once ISS processes the form, your SEVIS record will be released to the new school on the release date that you requested on this form. The release date should be the end of the current trimester unless otherwise requested for a valid reason. **Please note that you should be admitted to attend the new school prior to submitting this form.** Please complete the information below and return this form **and a copy of your acceptance** letter for the new school to:

Franklin University, International Student Services
201 S. Grant Ave.
Columbus, OH 43215
FAX: 255-9515

Last Name _____ First Name _____

Franklin Student ID number _____ Date of Birth _____

Phone # _____ Email Address _____

SEVIS ID # _____

Reason for Transferring Out _____

Transfer School Name _____

Transfer School Code _____

(Please obtain from office of new school that will be issuing your new I-20)

Your Requested Transfer Release Date _____

Program Start Date at New School _____

I grant Franklin University permission to release my SEVIS record to the above school.

Signature _____ Date _____

FOR OFFICE USE ONLY

SEVIS updated on _____ by _____ with transfer release date of _____
(mm/dd/yyyy) (DSO's initials) (mm/dd/yyyy)