



How To Submit the Transfer Out Request in MyiSCU

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

A screenshot of the MyiSCU interface showing the "F-1 Student Services" menu. The left sidebar contains a navigation menu with "Home", "F-1 Practical Training", "F-1 Student Services" (highlighted with a yellow box and a blue arrow), and "View My Information". The main content area is titled "F-1 Student Services" and contains a "Tasks" section with three buttons: "Change of Program / Level I-20 Request", "I-20 Travel Signature Request", and "Transfer Out Request" (highlighted with a yellow box and a blue arrow). A third button, "Update my Emergency Contact", is located below the first two.

Home

F-1 Practical Training

F-1 Student Services

View My Information

F-1 Student Services

Tasks

- Change of Program / Level I-20 Request
- I-20 Travel Signature Request
- Transfer Out Request**
- Update my Emergency Contact



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 OPT/STEM OPT period, 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

