

Transferring Out of Georgia Tech

Students are considered a transfer student if they complete a program and begin a new program at another institution, or if they transfer from one institution to another to complete the same degree program.

Students who are transferring from Georgia Tech to another institution in the US must complete a Transfer Out Form. Once the Transfer Out Form is completed, the student should meet with an International Student Advisor in the Office of International Education. The advisor will release the SEVIS record from Georgia Tech to the institution listed on the Transfer Out Form, according to the release date listed on the form. The requested release date is VERY IMPORTANT. After that date, the SEVIS record will belong to the other school and can no longer be accessed by Georgia Tech. If any changes need to be made to the requested release date or to the transfer school, this must be done BEFORE the requested release date.

On-campus work is authorized **ONLY** at the school which has access to the SEVIS record. Any off campus work must be authorized through Optional Practical Training. If you are already authorized for OPT, your OPT will terminate once the release date is reached.

The course of study at the transfer-in school must begin within 5 months of the end of the course of study at Georgia Tech, or the release date, whichever is earlier. For students on OPT, the course of study must begin within 5 months of the end of OPT, or the release date, whichever is earlier.

TRANSFER OUT FORM

Directions: Read each of the following statements and sign below that you understand and agree to the F-1 Transfer rules.

- I am an F-1 student and have complied with eligibility requirements to remain in good F-1 status at Georgia Tech.
- I have attached a copy of my current I-20.
- I have been accepted to another institution in the U.S., and have attached a copy of my acceptance letter.
- I understand that once this form is submitted, I can only change the name of the school I am transferring to or the release date up until the release date. After that date, Georgia Tech no longer will have access to my SEVIS record.
- I understand that the new school cannot issue an I-20 until after the release date is reached.
- I understand that I cannot work at Georgia Tech after the release date.
- I understand that I cannot attend class at Georgia Tech after the release date.
- I understand that I must obtain an I-20 from my new school within 60 days of my last day of class at Georgia Tech or the end of my OPT.
- I understand that I must begin full-time enrollment at the new school within 5 months of my last day of class at Georgia Tech or the end of my OPT.
- I give permission for the DSO at Georgia Tech to verify my status and release my SEVIS record.

Please print:

Name: _____

(Last)

(First)

GT I.D.# 9 _____

SEVIS #: N000 _____

Email: _____

Last term at GT: _____ **OR** end date of OPT _____

Complete Name of Transfer-in School: _____

New program: BS MS PhD Major: _____

First term at New School: Fall 20__ Spring 20__ Summer 20__

Requested Release Date: ____/____/____
mm dd yyyy

Signature _____ Date _____

OIE Use Only: SEVIS updated on ____/____/____ by _____
mm dd yyyy D.S.O.

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