



Revised 05/29/09

# TRANSFER REQUEST FORM

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

Student ID number: \_\_\_\_\_ Birthdate: \_\_\_\_/\_\_\_\_/\_\_\_\_ (month/day/year)

Current program:  UP (Intensive English)  Credit

Release date / Last day at BC (last day of the quarter):\* \_\_\_\_\_

**\*Per SEVIS regulations, BC cannot cancel or change the transfer request AFTER the release date.**

Have you been accepted to the new school?  Yes  No

What day will you be starting at the new school? \_\_\_\_/\_\_\_\_/\_\_\_\_ (month/day/year)

New school: Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***For ISP office use only:***

Date student transferred out in SEVIS: \_\_\_\_\_

Name of advisor: \_\_\_\_\_

Updated fsaAtlas Profile: Transfer Out, School Transferred To, & Release Date

Updated fsaAtlas Bio: Database Status Terminated

Updates: \_\_\_\_\_

\_\_\_\_\_



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## Guide to Transferring out of BC

You must be in good status with immigration by being enrolled full-time, by making academic progress, and by not engaging in unauthorized employment. *Keep in mind that if you are “out of status,” your only option is to apply for reinstatement with the new school.*

### Documents Needed to Transfer:

- **Acceptance letter** (from the new school): states the admission acceptance as well as the quarter/semester you will begin.
- **Transfer/Status Verification Form** (from the new school): International Student Advisor at the new school needs to confirm your immigration status with us.
- **Transfer Release Form** (from ISP office): to inform us of your intention to transfer to other school and to officially request a SEVIS record “Release Date,” which is usually your last day of attendance at BC.

### Steps:

- Apply to a new school by submitting your application, financial documents, transcript, and other requested documents.
- Once you have decided to which school you will transfer, please bring a copy of the acceptance letter or email from the new school and the new school’s Transfer/Status verification form to the ISP office.
- Complete the Transfer Release Form at the ISP front office. Please keep in mind that the school’s name you indicate on this form should be the school you are accepted to and will definitely attend. The SEVIS record Release Date is the date that BC can transfer your record out to a new school.

After you have completed these steps, your SEVIS record will be released to the new school. An advisor at your new school will issue your “transfer pending” I-20.

### Please Note

- If you plan to travel back home in between transfers, you could request the new I-20 be sent to your home address. You must reenter the United States with the new school’s I-20. You can no longer use BC’s I-20 to reenter the U.S.
- If you will be outside of the U.S for more than 5 months, it is not necessary to request a transfer. Please consult and advisor at the new school to which you are applying regarding a new I-20.