



International Programs Office
Student Union Building, 3rd Floor Stop 8038
Pocatello, ID 83209-8038
Telephone: (208) 282-4320
FAX: (209) 282-2924
E-mail: bascsshaw@isu.edu
Web: <http://www.isu.edu/iso/>

Transfer Out Form

If you want to transfer to another school you must:

1. Read, fill out this form **completely**, and sign at the bottom.
2. Make a copy of your acceptance letter from the school you are transferring to.
3. Turn this form and the copy of your acceptance letter in to the International Programs Office, Student Union Building, 3rd Floor.

IMPORTANT REMINDERS:

1. To be eligible to transfer, you must have paid all debts to ISU. If you owe any money to ISU, your SEVIS record will not be transferred to the new school and you, therefore, will not be able to receive a new I-20. **Also, ISU will not release your transcript if your debts have not been paid.**
2. If you change your mind and decide to remain at ISU for another term or want to change transfer schools, you must contact the International Programs Office **before your release date**. After this release date, IPO will no longer have access to your SEVIS record and you will need to attend the new school or return home.

Please complete and return to the International Programs Office:

ISU ID: _____ SEVIS ID (upper right corner of I-20): _____

Last (Family) Name: _____ First Name: _____

Phone Number: _____ Email: _____

Exact name of school you want to transfer to: _____

City: _____ State: _____

What is the first day of classes at the transfer school? _____

I understand the above information and agree to allow ISU to release my SEVIS records to the above school on _____ (exact date).

Student Signature: _____

Date: _____

FOR OFFICE USE ONLY

SEVIS updated on _____ by _____ with a transfer release date of _____