

## TRANSFER CLEARANCE FORM FOR INTERNATIONAL STUDENTS & SCHOLARS

If you wish to leave Salisbury University and transfer to another institution WITHIN the United States, you must complete this form, which officially informs the office of International Student & Scholar Services of your intent, and allows us to update your SEVIS record for release to your new institution. Additionally, please be informed of the following:

- All students in F-1/J-1 student status may have only one record in the SEVIS database;
  - Only one institution at a time may access a student's record;
  - Though you may have applied to several institutions, you will need to specify ONE, to which you plan to transfer;
  - We will use the end date of Salisbury University's current semester as your transfer release date. Please make sure your I-20 and DS-2019 are current. Your new institution will not have access to your record until that date is reached. If you need an earlier release date, please specify why on the back of this sheet;
  - If you decide to continue at Salisbury University, please let the International Student & Scholar Advisor know *before* the transfer release date, as we will not have access to your record after the release date is reached;
  - Any authorization for employment (including CPT, OPT, Academic Training, Economic Hardship or On-Campus Employment) will be automatically terminated once the release date is reached;
  - This procedure is only for release of your SEVIS record to your new institution. You must still complete the transfer procedure by registering at the new school and reporting to the International Student and Scholar Advisor there within 15 days of the beginning of their semester (F-1 students) and 30 days from program transfer (J-1 students);
  - If you have any questions about the transfer out process, please make an appointment with an International Student & Scholar Advisor.
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### Part I – TO BE COMPLETED BY THE STUDENT

Name: \_\_\_\_\_  
Last (family) First (given) Middle

School name to transfer to: \_\_\_\_\_

Student's SEVIS ID#: \_\_\_\_\_ SU's Empl ID: \_\_\_\_\_

Requested SEVIS release date: \_\_\_\_\_ (if different from SU's end of current semester date, please explain on the back of this form).

**F-1 students:** before being transferred, you must provide proof of admission at the transfer-in school

**J-1 students:** before being transferred, you must provide proof that the new program is consistent with goals of the exchange visitor program.

*I authorize the International Student & Scholar Advisor at Salisbury University to transfer release my SEVIS record to above named institution.*

Student's signature: \_\_\_\_\_

Date: \_\_\_\_\_

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PART II – TO BE COMPLETED BY THE INTERNATIONAL STUDENT & SCHOLAR ADVISOR  
AT SALISBURY UNIVERSITY

SEVIS update on \_\_\_\_\_ by \_\_\_\_\_

with transfer release date of \_\_\_\_\_