

TRANSFER-OUT NOTIFICATION

In order to transfer from Flagler College to another educational institution you must complete **Part A**. The Designated School Official (DSO) of the school to which you are transferring must complete **Part B**. Once both **Parts A & B** are complete, please return this form to Flagler College's International Student Advisor. Flagler College will transfer your SEVIS record (I-20) to the new school on or after the release date indicated below.

Part A:

To be completed by international student

Family name _____ First name _____

Flagler ID _____ City of Birth _____

I intend to transfer to _____
 Name of institution

My anticipated release date is ____/____/_____
MM DD YYYY

Note: Your release date will be the completion date of the current semester (or the date of expected transfer if earlier than the established academic cycle). You may cancel the transfer request at any time prior to the release date by notifying the Flagler International student adviser. After that date Flagler College will no longer have access to your SEVIS record and will not be able to cancel the transfer request.

After the release date the International Student Advisor at the school to which you are transferring will complete the transfer and issue a new SEVIS I-20 for you. Please contact your new International Student Advisor within 15 days of the program start date listed on the new I-20.

Signature _____ Date _____

Part B:

To be completed by the DSO of the institution to which you are transferring:

 Name of institution

 SEVIS school code DSO or International Office Email

The student named above has been admitted to this institution beginning _____.
Start date

 Name of DSO Signature Date