



This form is used to notify Hartford International University of your intent to transfer your F-1 immigration record to another school or institution.

Family Name	First Name	Middle Name	Program
Date of Birth (mm-dd-yy)	Number of F-2 Dependents		Phone Number
HIU Email Address		SEVIS Number	

**Important information to help you keep your legal F-1 status during the transfer process:**

- Your SEVIS record is different from an academic transfer. By submitting this request, you are asking HIU to transfer your F-1 SEVIS record to a new institution where you will continue your studies. **No other actions are taken by HIU in addition to the I-20 transfer.**
- If you are registered for a future semester, you must drop your classes, or you will be required to pay for them.
- You may choose only one 'transfer school'; therefore, wait until you have been accepted to a new institution and have decided to attend that school before requesting the transfer.
- You may transfer your F-1 status at the end of the current semester, upon completion of your studies, or during/after finishing OPT. You may transfer during your post-completion OPT grace period.
- Please note: If you request a transfer and will begin your study **before** the OPT end date, the remainder of your OPT will be cancelled.
- To be eligible for a transfer, you must be maintaining valid F-1 status.
- You must begin studying at your new institution within five months of completion of study at HIU or during the next available term at your new school, whichever is earlier, or at the end of your OPT period.
- The SEVIS release date is the date your record is sent to your new school. We usually send records at the end of the semester, or within 10 days of your request, whichever is later.
- If you decide to cancel your transfer, change the release date, or transfer to a different institution, you must notify HIU **before** your transfer release date. Once the transfer release date has been reached, HIU will no longer have access to your SEVIS record.

**Checklist of required documents for transfer:**

- Copy of admission letter from your new institution
- Transfer-in form from your new school (if applicable)

**Please complete the following information:**

Transfer school name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Phone number of transfer school's International Office: \_\_\_\_\_

SEVIS School Code of transfer school: \_\_\_\_\_ First day of classes: \_\_\_\_\_

Requested SEVIS transfer release date: \_\_\_\_\_

*I authorize HIU to transfer my F-1 SEVIS record as indicated above.*

**(Required) Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please email or deliver this form along with the required documents to HIU.