This form is used to notify the International Student Services Office of your intent to transfer your F-1 immigration status to another school or institution. You must have an appointment with the International Student Advisor to submit this request.

CCS Student ID Number  SEVIS ID

Name: ___________________________  ___________________________
  Family Name               First/Given Name

Email: ___________________________  Telephone: ___________________________

Major: ___________________________  Date of Birth: ___________________________

Number of F-2 Dependents __________

Important notes. Please read.
· By submitting this request, you are asking the CCS ISSO to transfer your F-1 SEVIS record to a new institution where you will pursue your studies. No other actions are taken by the ISSO in addition to the immigration transfer.
· Please refer to the attached Transfer-out Checklist for a list of other actions you may be required to take.
· You may chose only one ‘transfer school’; therefore, wait until you have been accepted to the new institution and have decided to attend that school before requesting a transfer.
· You may transfer your F-1 status at the end of your current semester of enrollment, upon completion of studies, or during/after finishing OPT. You may transfer during your 60 day grace period.
· 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 CCS or end of OPT.
· Together with the International Student Advisor, you will chose a ‘transfer release date’ on which your SEVIS record will be moved to the new school.
· Your new institution will issue you a new I-20 after the transfer release date. Before beginning studies at the new institution, you must check-in with the international office there and process a transfer completion.
· If you decide to cancel your transfer, change the date, or transfer to a different institution, you must notify us before your transfer release date—once the transfer release date has been reached, CCS will no longer have access to your record.
· Your transfer-in institution may give you a “transfer verification form.” If so, please bring it to the appointment.

Checklist of required documents.

International Student Services Office-College for Creative Studies
2nd floor Administration Building
201 East Kirby, Detroit, Michigan
Phone 313-664-7428 Fax 313-872-2739
Please complete.
Transfer school name: ______________________________________________

City_________________________ State________

Phone number of transfer school's International Office________________________

Requested transfer release date: _____________________ (date may be determined during your advising appointment)

Read the statement below, sign and date.
I authorize the International Student Advisor at CCS to transfer my F-1 SEVIS record as indicated above.

Signature ___________________________ Date ____________________________
This Checklist shows actions you should take to complete the SEVIS transfer process, complete your transfer from CCS, and successfully move to your new institution.

- Obtain admission/offer letter from the new educational institution.
- Decide if you want to accept an admission offer and attend that institution.
- Fill out the appropriate F - 1 Transfer Out Form to complete the SEVIS immigration transfer.
- Schedule an appointment to meet with an International Student Advisor by calling 313-664-7428.
- Contact the new educational institution: Notify them of the SEVIS Release Date. Get information on their transfer - in process. Notify them that you should be issued a “Transfer Pending” I - 20 with the same SEVIS ID.
- Cancel your international student/scholar health insurance.
- Return all library books.
- Contact the Academic Advising and Registration Office, 1st Floor Yamasaki to notify them of your new mailing address.
- Go to the U.S. Post Office and complete the form to have your mail forwarded or visit the U.S. Post Office online at http://www.usps.com/ and enter your “Change of Address” information online. The U.S. Post Office may not forward mail to a non - U.S. address. Check their current regulations.
- Access your CC Blackboard account to make sure all your bills are paid.