

The College of New Jersey
SCHOOL TRANSFER-OUT INFORMATION FOR F-1 STUDENTS

The Department of Homeland Security requires that F-1 students complete a "school transfer" when changing to a new school.

WHAT YOU HAVE TO DO BEFORE YOU LEAVE CAMPUS!

- **Notify your international student advisor (DSO) at The College of New Jersey of your intent to transfer to another school**
- Schedule a "release date" with your current international student advisor for your F-1 record to *be* transferred to another school. Your new Form I-20 *cannot be issued after this release date* has been reached (unless you are traveling before reporting to another school).

IMPORTANT: The course of study at the transfer-in school must begin within 5 months of the end of the course of study at TCNJ, or the release date set by TCNJ, whichever is earlier; for a student on OPT (Optional Practical Training), the course of study must begin within 5 months of the end of OPT, or the release date set by TCNJ, whichever is earlier.

- **Complete the attached F-1 Transfer-Out Application** and submit it to Office of International and Off-Campus Programs and Summer School

The Office of International and Off-Campus Programs and the Summer School will release your SEVIS record to your new school after your last date of attendance at TCNJ. Your new school cannot create an I-20 until after the "release date," the point when TCNJ transfers your SEVIS record.

Most schools ask you to complete a transfer clearance form signed by the DSO at TCNJ before issuing you a new I-20. Please complete this if applicable.

Fax: 609-637-5128

Phone: 609-771-2576

iss@tcnj.edu

The College of New Jersey
SCHOOL TRANSFER-OUT APPLICATION FOR F-1 STUDENTS

INSTRUCTIONS: Please complete PART I and then submit it to your International Student Advisor or designated school official at your current school for completion of PART II on the second page of this form.

PART I: TO BE COMPLETED BY THE STUDENT

Name (printed) _____
Last/ family First Middle

E-mail _____ Contact # () _____

Today's date: _____ SEVIS ID Number: _____

Last Attendance Term at TCNJ/ OPT Authorization End Date: ____/ ____/ ____

Country of citizenship (and Permanent Residence):

Are you leaving The College of New Jersey upon program completion?

Yes

No - please indicate the reason(s) for discontinuing your program at TCNJ. Please check all that apply. This information is for the office only and will not be shared with professors or the department.

Better academic program at the transfer school

Better funding offer at the transfer school

Spouse accepted job/ admissions elsewhere

Academic difficulties at TCNJ

Difficulty with department or committee

Difficulty with campus atmosphere

Other: _____

TRANSFER-OUT REQUEST CONFIRMATION:

It is my intent to transfer to _____ (name of school).

I understand the following conditions of my transfer-out request:

- I must notify the Office of International and Off-Campus Programs and the Summer School prior to my transfer release date if I decide to cancel the school transfer or change transfer schools
- Once the release date has been reached, TCNJ no longer has access to my F-1 student record in SEVIS
- Once the release date has been reached, I am no longer eligible for on-campus employment at TCNJ or employment authorization (e.g. OPT) while at TCNJ.

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Signature of Student

Date

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PART II: TO BE COMPLETED BY THE INTERNATIONAL ADVISOR OR DESIGNATED SCHOOL OFFICIAL.

School name: _____

Address: _____

Program of study: _____ Major: _____

Requested SEVIS Transfer Release Date (mm/ dd/ yyyy) _____

SEVIS Notification on	DSO	Release date

Office of International and Off-Campus Programs and the Summer School - Green Hall 111 -
The College of New Jersey - 2000 Pennington Road - PO Box 7718 - Ewing, NJ 08628-0718

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