

# LA SIERRA UNIVERSITY

Office of International Student Services | La Sierra University | 4500 Riverwalk Pkwy, Riverside, CA 92515  
951.785.2237 | 951.785.2555 fax | [oiiss@lasierra.edu](mailto:oiiss@lasierra.edu) | [www.lasierra.edu/international](http://www.lasierra.edu/international)

## TRANSFER-OUT REQUEST FOR F-1 STUDENTS

**Procedures for transferring out to a different school:** If you plan to transfer from La Sierra University to another U.S. school, you must use this form to notify La Sierra University (your "current school") of your intent to transfer and to indicate the school to which you intend to transfer (your "transfer school"). Upon receipt of your completed form, the La Sierra University Designated School Official (DSO) will update your record in the Student and Exchange Visitor Information System (SEVIS) as a "transfer out" and indicate the name of your transfer school and a transfer release date. **Note:** Although you may be applying to multiple new schools, the DSO may indicate only one transfer school in SEVIS. Also, your transfer release date will be the end of the current term or session, unless you can document your need for an earlier release date. Please note that your transfer school will not be able to issue you a new SEVIS Form I-20 until the transfer release date. Finally, if you decide to cancel your school transfer you must notify the LSU DSO **before your transfer release date**—once the transfer release date has been reached, La Sierra University will no longer have access to your SEVIS record.

**Please complete the information below and return it to the Office of International Student Services:**

LSU ID#: \_\_\_\_\_ Today's Date: \_\_\_\_\_

1. First Name: \_\_\_\_\_ 2. Last Name: \_\_\_\_\_

3. SEVIS ID: \_\_\_\_\_ 4. Admission number (I-94 number): \_\_\_\_\_

5. Transfer School Name: \_\_\_\_\_

6. Transfer School Address: \_\_\_\_\_  
\_\_\_\_\_

7. Transfer School Phone #: \_\_\_\_\_ 8. Transfer School Fax #: \_\_\_\_\_

9. Transfer School Code: \_\_\_\_\_

10. Transfer release date: Transfer me at the end of  Fall  Winter  Spring  Summer quarter

If you need to be transferred before the end of the current quarter at LSU, please make an appointment with an international student advisor before submitting this form.

11. Reason for transferring out: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### FOR OFFICE USE ONLY

SEVIS updated on \_\_\_\_\_ by \_\_\_\_\_ with a transfer release date of \_\_\_\_\_  
(mm/dd/yyyy) DSO's initials (mm/dd/yyyy)

Checked: \$ \_\_\_\_\_  Yes  No  D. Status  Profile  Custom \_\_\_\_\_  
Balance Insurance fsaATLAS updated Date  
Canceled