KSU SEVIS Transfer Out Instructions

The following will be needed in order to transfer a student’s SEVIS record to another SEVP approved institution.

☐ A copy of the acceptance letter from the new institution

☐ A transfer-in form from the new school, signed or authorized by the student so that SEVIS information can be sent to the new school (some schools have an E-link)

NOTE: It is student responsibility to clear any on-campus contract issues, such as a future signed housing contract. We will need proof that the student does not have any HOLDS nor OWE fees to KSU (such as an Owl Express printout), or a written signature here from the student declaring so.

Signature:___________________________________________Date:______________________________

Please explain the reason you would like your record transferred:

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Name:___________________________ KSU Student ID#:___________________________

Last day of class or graduation date:_______________________________________________

Transfer date agreed (the date your record will release to the new school):____________

Are you traveling abroad? YES NO If yes, travel dates:____________________________

Do you have an on campus job? YES NO Any on campus job will end upon transfer.

Are you on OPT? YES NO OPT work authorization will end upon transfer.

Please correspond with the KSU ISSSO and your employer concerning your transfer release date, so not to disrupt employment or terminate it early if applicable.

OPT work authorization dates (on card):____________________________________________