

#### Office of International Education

Randolph-Macon College
P.O. Box 5005, Ashland, VA 23005-5505 **T** 804-412-1574

http://www.rmc.edu/academics/study-abroad.aspx

## F-1 TRANSFER OUT INFORMATION

Please review the information below carefully before requesting a transfer of your SEVIS record to another school. If you have any questions about the transfer process, please contact our office at the telephone number listed below. You may also reach our office by e-mail at janenucup@rmc.edu.

## **SEVIS Transfer Process**

If you plan to transfer from Randolph-Macon College (R-MC) to another school in the U.S., you must notify the Office of International Education (OIE) at R-MC so that a "Transfer Out" may be processed in the Student Exchange Visitor Information System (SEVIS). The OIE will only transfer your SEVIS record to the new school; you must work with admissions personnel at the new school to transfer academic credits and gain admission to a program there.

#### **Transfer Release Date**

The date your SEVIS record is released to the new school is referred to as the "transfer release date". The OIE will generally not enter a transfer release date that is prior to the end of the current academic term, unless you are on an approved vacation term. If a specific date is not requested, the OIE will use the final date of the term you are transferring out as the transfer release date. If you plan to transfer to another school after you complete your program at R-MC and you will not be working on Optional Practical Training (OPT), you must request a transfer of your SEVIS record before the end of your 60 day grace period. If you will be working on OPT, you must request a transfer before the end of your 60 day grace period following the expiration of your Employment Authorization Document (EAD).

### **Employment**

#### **On-Campus Employment**

Students holding an F-1 visa are only authorized to work on-campus at the school that holds their SEVIS record. Once your SEVIS record has been transferred to another school, you will no longer be eligible to work on-campus at R-MC.

#### **Optional Practical Training (OPT)**

Your OPT authorization will end once your SEVIS record has been transferred to another school, even if the OPT end date on the Employment Authorization Document (EAD) extends beyond the transfer release date. If you request a transfer of your SEVIS record while on OPT, you should carefully consider your transfer release date so that your employment authorization does not end too soon.

#### **Other Considerations**

#### **Travel**

Once your SEVIS record has been released to your new school, you should no longer use your R-MC I-20 to re-enter the country after travel abroad. Instead, you should use the Transfer Pending I-20 issued by your new school. Please contact an international student advisor at your new school to ask when they will issue your Transfer Pending I-20.

#### **Visa Document**

You will not need to apply for a new F-1 visa when requesting a SEVIS transfer **unless** your visa has already expired and you plan to travel outside the U.S. Your current F-1 visa will remain valid until its expiration date, even though it still lists R-MC as the school you are attending in the U.S. (or your previous school if you transferred in to R-MC). You may remain in the country after your visa has expired, but you will need to renew it before returning to the U.S. after traveling abroad. You may use the Transfer Pending I-20 from your new school to apply for a visa renewal.

#### **SEVIS Fee**

During the transfer process, your existing SEVIS record is transferred to the new school. Since a new record is not created for you, you will not need to pay the SEVIS fee again.

## **Requesting a SEVIS Transfer**

To request a transfer of your SEVIS record to your new school, please do the following:

- Complete all required paperwork and processes for admission to your new school.
- Complete the attached "F-1 Transfer Out" form and return it to the OIE.
- Notify your department of your intention to discontinue your studies at R-MC.

# F-1 TRANSFER OUT FORM

Please review the "F-1 Transfer Out Information" sheet before completing this form. When you have completed this form, please return it to the OIE.

To be completed by the student
R-MC Information:
Last name (family)First name (given)  Cell PhoneE-Mail  Forwarding mail address:
Final term of enrollment at R-MC (circle one) Fall Winter Spring Summer 20
New School Information:
Have you been fully admitted to the new school? Yes No School Name: School City/State:
Term you will begin at the new school (circle one) Fall Winter Spring Summer 20
Date classes will begin at the new school:/ (month/day/year)
SEVIS Transfer Release Date:
Please note that once your SEVIS record has been released to another school, you will no longer be eligible to work on-campus at R-MC or on OPT authorized with your R-MC I-20. Please contact an international student advisor at the new school for information about oncampus work eligibility there.  I authorize the OIE to set the following transfer release date in SEVIS:  Final date of current academic term  Other:/ (month/day/year)  If "other", please explain why you have requested this date:
Student's signature Date/
Please allow 5 business days to process a SEVIS transfer request.  International Student and Faculty Services use only
Fransfer Release Date: DSO initials Date entered in SEVIS:
J:\International Students\SEVIS\SEVIS Transfer-out form for Intl students